

Nova Salon & Spa



3520 Teays Valley Road Suite 4, Hurricane, WV 25526

(304) 545-9875

www.novasalonandspawv.com

BRIDAL AGREEMENT

Policies

Securing Appointment Date

It is advised that you call Nova Salon & Spa first to see if the desired day is available. Your appointment date(s) and service(s) will be secured when the signed contract and deposit have been received. All bookings for weddings are made on a "first-come-first-served" basis. No dates will be guaranteed without a signed contract and deposit.

Deposit

All reservations for parties up to 5 people must be reserved and guaranteed with a \$100.00 deposit. Parties of 6 or more must be reserved and guaranteed with a \$200.00 deposit. All deposits are due within 5 business days of scheduling services and are nonrefundable. The reservation(s) will be cancelled if payment and the signed contract are not received by the due date. For out-of-salon weddings, there is a 4-person minimum and one-half (1/2) payment will be due 3 days prior to the wedding based on the estimated cost of services. The balance will be charged to the card on the morning of the wedding.

Payment

Remaining balance is due the day of service. Bridal pricing is \$100 for Bride and \$85 per person thereafter. Additional fees are applied when services are performed out-of-salon and on Sundays or Holidays. Prices are subject to change as styling needs change or services are added. Prices do not include gratuity. We accept cash, check, **VISA** and **MASTERCARD**.

Contract/Appointment Changes

All agreements will be made in writing. Wedding date and time, service date, time of arrival in salon, estimated time of completion, and number of guests to be serviced will be mailed or emailed. Any changes/additions to guests or wedding party members

requesting additional services after the contract is signed **must be submitted in writing**; (no changes will be made over the telephone). Charges for guest requiring additional services must be paid in full on the day of service. Changes will be accepted up to 14 days prior to the service date. Any cancellations made with less than 14 days notice will be charged to the credit card associated with this contract. 50% cost of the cancelled service(s) will be placed on the credit card. In the event of a “No-Show,” 100% cost of the booked services will be placed on the credit card.

* The bride/individual signing this contract may permit only **one** other person to authorize/ submit and change any arrangements for the wedding party. Contracts and changes made by anyone other than the individual signing or listed on this contract are not allowed and considered invalid. The front desk coordinator and owner are the only ones to accept and make request changes.

* Cancellations due to emergencies are considered on a case-by-case basis per the salon management’s discretion.

* **You may mail or email (brandi@novasalonandspawv.com) any changes or requests.**

Late Arrivals

If the wedding party is more than ten (10) minutes late without making contact with us, the party will be charged an additional \$15.00 late fee for each guest serviced.

Tardiness results in scheduling and service conflicts for you and other clients following your appointment(s). If a wedding party is late for the scheduled service appointment time(s) and notifies us of a new arrival time, stylists may or may not be able to accommodate the new arrival time. If the scope of the original contract cannot be fulfilled due to client’s tardiness, services may be reduced; however, clients are liable for the original amount.

*If a wedding party is more than one (1) hour late without making contact with us, the assumption is the client is a no-show. This results in the client forfeiting all deposits and or payments for the contracted services, and is responsible for 100% of estimated amount of services.

We apologize for any inconvenience but we must follow this policy out of respect for our stylist and other clients.

I have read, understand and agree to the terms of this contract. Deposit payment is due upon submission of this document.

Signature: _____ Date:

Name of Additional Contact Person:

Nova Salon & Spa

3520 Teays Valley Road Suite 4, Hurricane, WV 25526

(304) 545-9875

www.novasalonandspawv.com

Dear Bride,

Thank you for choosing Nova Salon & Spa for your hairstyling needs. We appreciate you taking the time to make us aware of all the pertinent details of your Wedding Day. We are happy to help you in any way possible! The purpose of this agreement is to confirm the services to be rendered for the wedding party along with the name(s) of those responsible for the services provided by Nova Salon & Spa. This agreement and deposit must be completed and returned within 5 business days of scheduling services or the service(s) and time(s) requested will not remain reserved.

Wedding Information

Wedding Date (Day/Date): _____

Desired App't time: _____ Time you need to leave the Salon: _____

Ceremony/Picture Start Time: _____

of guests in your Bridal Party (including YOU): _____

of additional guests to be Styled (leave blank if not applicable): _____

Bride's Name: _____ Email _____

Bride's Address:

Alternate Contact Name and Phone Number:

Total Amount of Services

\$ _____

Total Deposit Required

\$ _____

Check Payment Type Below

___ Cash ___ Credit ___ Check

Nova Salon & Spa will validate & confirm Totals for Services and Deposit.

Special Requirements for the Bride and her Wedding Party:

-Please arrive for your services on time, at the same time.

-Please consider our guests who are scheduled after you

-Please arrive for your appointment with clean, dry hair.

-Only when necessary, a shampoo will be done at the salon by the stylist.

-Wearing a button-down shirt is suggested.

Credit Card Information

In order to guarantee your appointment times, we require the following credit card information.

Credit Card Type: _____ Visa _____ Mastercard

Credit Card #: _____

Expiration Date (Month/Year): _____

Billing

Address _____

Signature: _____ Date: _____

Print Name: _____ Date: _____

No charges will be made to your credit card until services are performed. However, we do require two weeks (14 days) advance notice cancellation policy. In the event that an appointment is cancelled less than two weeks (14 days) prior to your appointment, you will be held responsible for half (50%) of the cost of the service(s) and your credit card will be charged. In the event of "No-Show" you will be held responsible for 100% of cost of service(s) and your credit card will be charged.

On behalf of Nova Salon & Spa, we look forward to helping you with all of your styling needs on your Wedding Day! If you have any questions, or if we can better serve you in any way, please contact us. Thank you!

**Brandi Osburn
Owner of Nova Salon & Spa.**

Nova Salon & Spa Staff Verification:

Date:

