

**IMAGO SALON & SPA**  
**OFFSITE/SUNDAY/OFFICIAL CLOSED DAY SERVICES AGREEMENT**

**PLEASE CAREFULLY READ THE AGREEMENT BELOW, SIGN AND RETURN TO**  
**IMAGO SALON & SPA OR FAX TO 586-532-6690.**

IMAGO SALON AND SPA IS OPEN TUESDAY THRU THURSDAY FROM 9AM TO 9PM, FRIDAY AND SATURDAY FROM 9AM TO 5PM. WE ARE CLOSED ON SUNDAYS AND MONDAYS, AND ON MOST HOLIDAYS.

WE WILL PROVIDE SERVICES ON AN AS REQUESTED BASIS DURING CLOSED HOURS INCLUDING HOLIDAY WEEKENDS EITHER AT OUR FACILITY OR AT ON OFFSITE LOCATION AS REQUESTED BY A CLIENT. OFFSITE SERVICES MAY ALSO BE REQUESTED DURING NORMAL BUSINESS HOURS AND ARE SUBJECT TO SERVICE PROVIDER AVAILABILITY. THIS AGREEMENT COVERS SERVICES PERFORMED OFFSITE AND DURING CLOSED HOURS.

**1. DEPOSITS & PAYMENTS –**

- a. ONE PERSON FROM EACH PARTY WILL BE RESPONSIBLE FOR ALL DEPOSITS, APPOINTMENTS, AND CORRESPONDENCE WITH IMAGO SALON & SPA FOR THAT PARTY.
- b. A DEPOSIT OF 50% OF THE TOTAL SERVICES MUST BE PAID BEFORE ANY SERVICES CAN BE RESERVED. DEPOSITS ARE NON-REFUNDABLE.
- c. A CREDIT CARD MAY BE USED TO PAY FOR THE DEPOSIT ONLY.
- d. ALL BALANCES ARE DUE AT TIME OF SERVICES AND PAYABLE WITH **CASH ONLY**. A CREDIT CARD MAY ONLY BE USED TO PAY THE BALANCE THE DAY PRIOR TO THE EVENT.
- e. PRICING FOR SERVICES ARE PER PERSON BASED ON A MINIMUM OF THREE (3) GUESTS AND ARE AS FOLLOWS:

	SUNDAY & CLOSED HOURS AT <b>IMAGO</b>	OFFSITE – BUSINESS HOURS & CLOSED HOURS	HOLIDAY & HOLIDAY WEEKEND
HAIR	\$85 - \$100	\$100 - \$125	\$150*
MAKEUP	\$85 - \$100	\$100 - \$125	\$150*
BRIDE ONLY:	\$100 PER SERVICE	\$125 PER SERVICE	\$200 PER SERVICE*

**\*SERVICES REQUESTED ON A HOLIDAY & HOLIDAY WEEKEND MUST BE PAID IN FULL THE DAY PRIOR TO THE EVENT.**

- f. A TRAVEL FEE TO AN OFFSITE LOCATION IS ASSESSED BASED ON DISTANCE FROM IMAGO SALON AND SPA. A FEE SCHEDULE IS SHOWN IN THE TABLE BELOW.

TRAVEL FEE:	SUNDAY & CLOSED HOURS AT <b>IMAGO</b>	OFFSITE – BUSINESS HOURS & CLOSED HOURS	HOLIDAY & HOLIDAY WEEKEND
WITHIN 10 MILES:	N/A	\$25	\$25
10 TO 25 MILES:	N/A	\$50	\$50
25 OR MORE MILES:	N/A	\$75	\$75

**2. TRIAL APPOINTMENTS FOR HAIR AND MAKEUP SERVICES:**

- a. A TRIAL HAIR APPOINTMENT IS MANDATORY FOR ANY BRIDE IN ORDER TO RESERVE A WEDDING DAY APPOINTMENT. IT IS SUGGESTED TO RESERVE A TRIAL APPOINTMENT TWO TO FOUR WEEKS PRIOR TO THE WEDDING DAY. ANY HAIR ACCESSORIES USED FOR THE WEDDING DAY (VEIL, COMB, TIARA, ETC.) SHOULD BE AVAILABLE FOR THE TRIAL APPOINTMENT AS WELL.
- b. A TRIAL MAKEUP APPOINTMENT IS NOT MANDATORY BUT IS RECOMMENDED TO ENSURE YOUR SATISFACTION WITH THE SERVICE ON THE DAY OF YOUR EVENT.

**3. SCHEDULING OF APPOINTMENTS:**

- a. A SCHEDULE OF APPOINTMENTS FOR YOUR ENTIRE PARTY WILL BE CREATED ONCE A DEPOSIT IS RECEIVED.
- b. ALL GUESTS IN YOUR PARTY SHOULD ARRIVE 15-30 MINUTES PRIOR TO THEIR APPOINTMENT TIME.

**4. GRATUITY:**

- a. GRATUITY IS NOT INCLUDED IN OUR SERVICE FEES BUT IS APPRECIATED.

**5. CANCELLATION POLICY**

- a. IMAGO SALON & SPA IS NOT RESPONSIBLE FOR THE CANCELLATION OF GUESTS IN YOUR CONFIRMED PARTY. LAST MINUTE CHANGES OR CANCELLATIONS TO SCHEDULED SERVICES ARE NOT PERMITTED. IF YOU CANCEL OR FAIL TO SHOW FOR YOUR RESERVATION, YOUR DEPOSIT WILL NOT BE REFUNDED. DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

I UNDERSTAND AND AGREE TO ALL OF THE ABOVE POLICIES REGARDING ONSITE SERVICES PERFORMED BY A SERVICE PROVIDER FROM IMAGO SALON & SPA. I ALSO UNDERSTAND THAT IF I OR ANYONE IN MY PARTY CANCELS OR DOES NOT SHOW FOR A SCHEDULED RESERVATION, I WILL FORFEIT MY DEPOSIT AND MY CREDIT CARD WILL BE CHARGED IN FULL FOR THE SERVICES.

EVENT DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR IMAGO SALON & SPA \_\_\_\_\_

DATE: \_\_\_\_\_