



EVENT AGREEMENT

840 Hanshaw Road, Ithaca, NY 14850
607-266-0130 | satorisalonithaca.com

CONTRACT POLICIES

- i. This contract applies to parties of 3 or more, and/or parties with services totaling over \$300.
- ii. This contract also applies to any and all services for a single guest preparing for a significant life event. In particular, this includes weddings.
- iii. A completed contract and payment hold a party's appointments at the salon.

PAYMENTS

- i. **Deposit:** All parties are required to pay a 50% non-refundable deposit and submit a signed contract within two weeks of booking appointments. Satori accepts one payment for the entire party.
- ii. **Gratuity:** A 20% gratuity is added to all appointments and included on the invoice.
- iii. **Final Payments:** All payments must be made in full one month prior to appointments. We require one payment for the entire party. Additional appointments added within one month of the event date will automatically be charged the appointment cost plus 20% gratuity automatically. Parties booked within the month of the event date are required to pay for appointments in full, including a 20% gratuity within 2 days of the contract being submitted.
- iv. **Payment Types Accepted:** Visa, Mater Card, Discover, American Express, Check and Cash
- v. **Credit Card Policy:** All parties are required to keep a credit card number on file to hold appointments. The card will automatically be charged when appointments are altered.
- vi. **Refunds:** No refunds will be given for missed or shortened appointments.
- vii. **Cancellation Policy:** Cancellations for parties are required one month prior to the date of services being received. If cancellation is given one month, or more, prior to the event and guest has paid in full, they will be refunded the total paid minus the 50% non-refundable deposit.

APPOINTMENTS

- i. **Securing Date:** Your appointment date(s) and services will be secured when the signed contract and deposit have been received. All bookings for parties are made on a "first-come-first-serve" basis. No dates will be guaranteed without a signed contract and deposit.
- ii. **Booking:** Party logistics are summarized on the 'Satori Event Inquiry' and submitted to the event coordinator. A detailed schedule and invoice will be emailed to you following the submission of this contract. Satori reserves the right to adjust the schedule and invoice if necessary.
- iii. **SERVICES:** We ask guests to respect the facility and employees. To continue achieving success as a local business, Satori relies on support from party reservations as well as our regular clientele. Please be aware, Satori **DOES NOT** allow guests to perform services on themselves or others with salon products or products brought into the salon.
- iv. **Appointment Types:**
 - a. **Nails:** Satori performs services on natural nails only.
 - b. **Hair:** All party members should arrive with clean, dry hair. Please wear a button up shirt.
 - c. **Makeup:** All party member should arrive with clean, moisturized skin that is free of makeup.
 - d. **Facials/Waxing:** Parties are discouraged from receiving facials and waxes within 3 days of the event.
 - e. **Body Treatments:** Shower facilities are unavailable at Satori. We encourage party guests to receive these services at least 24 hours prior to the event.

APPOINTMENTS CONTINUED:

- v. **Trial Appointments:** Trial policies apply to wedding parties only. All brides are required to schedule a trial hair and makeup appointment 1-2 months prior to the wedding day. For other party members with a specific style, a trial hair and makeup appointment are recommended. The invoice will include the cost of all trial appointments. Trial appointments are full price plus a 20% gratuity.
- vi. **No Show/ Tardiness:** To accommodate guests efficiently your promptness is required and appreciated. We cannot guarantee appointments for party members arriving more than 10 minutes past their scheduled appointment times. This is considered a no show/late cancellation. If time allows, the client will have the option to receive an abbreviated version of the services at no discount. Appointment times or services will not be moved on the event day to accommodate late guests.
- vii. **Food & Drink:** Guests are encouraged to bring food and beverages. The wedding coordinator is available to discuss multiple catering options with you. Satori is able to pick-up, set-up and clean-up for you. Pre-payment to catering business is appreciated. Any reimbursement to Satori for refreshments is accepted in cash or check on the event day.
- viii. **Alcohol:** Satori wishes all guests to enjoy themselves in a safe and responsible manner. Guests of Satori are welcome to bring alcoholic beverages as long as a designated driver is chosen and the consumers are at least 21 years of age.

SATORI EVENT AGREEMENT

I the undersigned agree to abide by the policies explained in the document.

Printed Name:

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Signature:

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Date:

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Please e-mail, fax, upload (via our website) or mail contract this agreement to:

Event Coordinator | Satori Salon
840 Hanshaw Road, Ithaca, NY 14850
Satori111@hotmail.com
Phone: (607) 266-0130 | Fax: (607) 266-8034

Payments can be made by check, cash, or card. Please make checks payable to "Satori".

SATORISALONITHACA.COM