

Reservation, Payment, Contract Policy & Agreement:

It is recommended to reserve your SPArty a minimum of 6-8 weeks in advance.

Prime bridal and holiday seasons may require additional notice. Additional rush fees may apply.

SPArties Mobile Spa® is a hospitality service, just like catering; therefore, all packages and services must be purchased in advance. **ALL reservations/sales are final; SPArties does NOT issue refunds.** Payment plans are available for your event; a non-refundable deposit/retainer and credit card to keep on record is required to reserve all dates/times, insure any incidentals, cover outstanding balances, complete your contract, and begin the event planning process; SPArties Mobile Spa will NOT come out to any venue/event without a valid credit card on record - regardless of your final payment method (including cash, check or certified check). Your deposit/retainer is applied towards your total event cost. ALL balances, in full, are due in advance of your event date and are automatically charged to the credit card on record, unless other payment options are agreed upon in writing. SPArties staff does NOT carry cash or complete sales on-site at any event or individual appointment. Event packages, services, and number of guests may NOT be lowered or withdrawn; however, you may upgrade anything and additions may be purchased prior to, or at, your final balance due date. A 15% rush charge applies to any package or service that is added or upgraded after your final headcount date. Within 30 days of your event, charges may apply for any changes in dates or services depending on the size and complexity of your event. Your event is not considered guaranteed/booked until a signed contract and deposit/retainer are received and the following guidelines are met:

- **Buy Now/SPArty Later:** At any time you may purchase gift certificates for any dollar amount to be used towards individual services, packages, or A La Carte hours for future events.
- **Individual Services:** Entire payment is due in full at time of purchase. All sales are final. 72hr reschedule notice.
- **Group Event Reservations:** All group events require a 50% non-refundable deposit/retainer of your minimum reservation or \$200, whichever is greater. All balances are due, in full, 14 business days prior to your event date via a credit card payment, unless other arrangements have been mutually agreed upon in writing. You are able to make changes in your date/time or ADD packages or services to your event up until your final balance date; however penalties may apply if your event is within 30 days; your deposit/retainer will be credited towards your new date or upgraded services and/or packages - it will NOT be refunded. You may upgrade and/or add to your purchases at any time prior to your final balance date; however you may NOT delete or downgrade any guests, packages, services, or technicians at ANY time. ALL purchases are final. Any balances, packages, services and additions made after your final balance date are subject to a 15% late charge. Packages and services not reserved in advance will not be guaranteed for your event date and may not be available. Any cancellations, deletions of packages and/or services, and changes in date or time after your final balance date will not be refunded nor rescheduled without additional fees.

SPArties Shots Stations: Entire payment is due in full at time of purchase. All sales are final. 72hr reschedule notice.

A La Carte Services By the Hour Events: Your non-refundable deposit/retainer secures JUST the technicians for your date and time, and does NOT include an entire spa party or anything in the Complete SPArty Setup. Any additional Customer Support such as planning, consulting, coordination, management and additions made after the initial order, including but not limited to phone calls, e-mails, faxes and administrative coordination, will be billed for a support fee (in addition to the services being altered/ordered) and will be charged directly to the credit card on record, unless other arrangements are made in writing. If those arrangements are not met, then the credit card on record will be charged by default. If you require any of our staff to be on-site or setup more than 30 minutes prior to the start of services, you will be billed at their hourly rate for setup.

Complete SPArty Setup Events (page 7): All NJ & Staten Island, NY events have a \$500 Complete SPArty Setup minimum per event location for this option; all Northeast events OUTSIDE of NJ and Staten Island, NY begin at \$1000. Travel mileage, time, tolls and parking are also additional. All FL events have a \$1200 minimum. Some locations & custom times may be higher. Please inquire for the cost for your specific event location and time. If setup minimums are not met, your event will be downgraded to simply include just the A La Carte Services or Stations by the hour that you purchased, but NOT the additional Complete SPArty Setup transformation amenities and services. Payment for the packages and services on the minimum amount of guests that you reserve is required, regardless of no shows; SPArties will still provide the amount of services and items that are reserved, we will NOT issue refunds or credits.

- A 20% gratuity (for the full retail amount - not discounts) is automatically added to your final bill. Additional fees apply for placing gratuities on credit cards.
- Applicable state tax will also be applied to your final bill. Amount is dependent upon which state your event will be held.
- While we do our best to accommodate you, SPArties cannot guarantee that additional staff or services above and beyond what is required for the package or service that you have originally reserved, will be available for your event if you do not secure them in advance; including any additions that you may add on your final headcount date.
- In the event of inclement weather or states of emergency that pose a danger to clients, guests, or staff, SPArties Mobile Spa or the client may postpone the reserved event or service without penalty. SPArties Mobile Spa will issue the client a credit for the amount of the unused amount of services to be used to RESCHEDULE your event or service(s) for the next available date within 6 months of your originally scheduled time. No refunds will be issued and it is not redeemable for cash. On the day of your event or service, if SPArties Mobile Spa has already begun the commute to your event or service and you have not contacted our office regarding your emergency it will be considered a regularly scheduled event and a no show on the clients' part and all fees are due to SPArties Mobile Spa from the client. No refund or rescheduling option will be granted. Please contact our office as soon as possible in the event of ANY emergency, so we may follow the proper procedures for rescheduling.
- SPArties accepts cash, checks (due 2 weeks in advance) MasterCard, Visa, American Express, Discover and bank debit cards.
- A \$35 fee will be charged for any returned checks and the final outstanding payment will then be charged to the credit card on record.
- Final payment of SPArty packages, a la carte services, or unreturned SPArty items or property becomes the responsibility of the hostess for any guest who does not provide payment or credit card information.

Additional Policies for Children's SPARTies (ages 7-17):

- Prices do NOT include tax, tip, gratuities, and in some cases travel and credit card fees, which will be added on to your final bill.
- Robe & Slippers may be added to any package for \$30 per guest; however, due to the nature of the labor and supplies involved, the Children's packages do NOT include the Complete SPARTy setup spa decor, goody bags, unlimited consulting, etc., Mini spa decor and setup may be added to any Children's event for \$200 for up to 3 hours of SPARTies staff, labor, setup and breakdown time. Any additional hour that SPARTies staff or decor is on-site is \$50 per staff -per hour.
- All guests under 18 years old MUST have SIGNED permission slips from Parent or Legal Guardian to participate in services and events .
- All guests, parents and guardians MUST inform SPARTies Mobile Spa of any allergies, ailments or injuries PRIOR to treatments and services. SPARTies Mobile Spa will NOT be held liable for any allergic reactions, injuries or illnesses caused by services or at events.
- All children's packages are subject to the same reservation and payment policies as all other SPARTies Mobile Spa Events. Please see our reservations policies on page 10 for complete details.
- All children's events MUST have 1 adult present for every 2 children in attendance and having services. SPARTies Mobile Spa is NOT a child sitting service and we do NOT offer that option. Our staff is present strictly to provide spa services and we will not be responsible for the behavior and activities of your child outside of the spa services. If behavior is not compliant with spa services, SPARTies Mobile Spa has the right to cease the events and/or it's services at any time.
- SPARTies Mobile Spa will only accommodate paid guests, Other siblings, relatives and friends may most certainly attend your event; however services will only be given to those guests reserved in advance. Every attempt will be made to accommodate add on guests, but services can not be guaranteed if not reserved in advance.
- Children's packages are available only in our Northeast locations; due to the laws and regulations by the Florida Department of Business and Professional Regulations and the Cosmetology Board. Please see the bottom of page 4 for more details. The only package we may offer children 15 years or younger in Florida is the SPARTies Shots aromatherapy mini massages on page 5. Full service children's spa parties in Florida, may be held at Galaxy Hair Designs in Jupiter, FL. Contact us for more details.

Please fax this completed form to: 201-603-9910

SPArties minimum age requirement for adult events and packages is 16 years old with a signed parental consent form. Children 15 years of age or younger may only participate in adult SPArties if they are accompanied by a parent or guardian who is also having services.

Pregnant women in their first trimester and guests currently undergoing chemotherapy treatments can not have a full body massage. Any person with a serious/chronic medical condition and pregnant women, at ANY stage in the pregnancy, MUST submit a permission letter from their current medical practitioner allowing them to have SPArties Services. Please advise SPArties of ANY chronic medical condition in advance of your event and supply the appropriate permission statement. Those who fail to do so, will be denied services.

CONTRAINDICATIONS: There are some medical conditions that are not compatible with spa treatments - serious cardiac conditions and blood clots; skin disease, wounds, or tumors; cancer and tuberculosis; fever, and fractures or dislocations. Clients who are pregnant or who are under the supervision of a medical professional and/or suffer from a chronic illness or medical condition require written permission from their medical and/or general practitioner to allow them to receive SPArties services. SPArties has the right to refuse service to any guests with medical conditions not compatible with spa services. Guests should consult with their physician regarding any medical concerns prior to their spa services.

***General Liability and release information:** Should there be any, this client and all their guests do hereby agree to appear in photographs of SPArties activities taken at their events, and associated events, to be used by JRo Consulting/SPArties Mobile Spa for the purpose of public relations, marketing, advertising, and general publicity. By consenting to agree to spa services, use of decor, and any potential hazards associated with use of SPArties services and products, this client and their guests hereby release from any and all liability whatsoever, hold harmless and indemnify SPArties Mobile Spa Parties/JRo Consulting and any and all individuals, organizations, and/or organizations connected with SPArties.

I have read and agree to SPARTies payment and reservation policies and terms.

Print Name _____ Signature _____

Today's Date _____

Client/Business Name _____

Phone Number _____ E-mail Address _____

Occasion for SPARTies Event _____

Guest of Honor's Name _____

Date of SPARTies Event _____

Minimum Number of guests you are reserving: _____

You are responsible for payment on the minimum amount you reserve; however, the only way to guarantee the appropriate staff availability for the amount of guests you are expecting is to reserve them, along with the packages and/or services in advance.

What time does YOUR event start/run (NOT the time you need our services - time of your actual event)? _____

(This is required to determine what time is best for our staff to set up and run services. A La carte stations & SPARTies Shots is 10-15 minutes prior to START of actual services)

Time of Individual Service or A La Carte Stations By the Hour Event (including SPARTies Shots/Spa Bar): _____

Available to BEGIN 8am to 8pm - 7 days a week.

Time of Complete SPARTies Setup Event (choose one) 12:00PM 7:00PM Custom time _____

(\$1000 minimum/Must be approved by SPARTies office)

Credit Card Type

VISA

MC

AMEX

Discover

Name on Card _____

Credit Card Number _____ 3 Digit Security Code _____ Exp _____

Billing street address _____

Billing address city _____ State _____ Zip code _____

Is the address of the SPArty the same as the billing address? If not, please complete the following:

Event location street _____

Event location city _____ State _____ Zip code _____

Phone number of SPArty event location _____ Travel fee & Parking : _____

(Travel fee applies to ALL events OUTSIDE of NJ and anything beyond 25 miles round trip of zip codes 07002 and 33458; other areas are dependant on location)

Full Body Swedish Table Massages:

SPARTies is an equal opportunity employer and ANY SPARTies service booked less than 30 days out will be staffed with whoever is available, including male and female therapists. **Only full body Swedish table massages booked more than 30 days out have the option to specify a female therapist.** (Our setup, admin, and other spa services, including all other types of massage are provided by both male and females as they are non-invasive) **Please check here IF applicable:** I want ONLY female therapists for full body Swedish table massages

Gratuities: A 20% gratuity on the full retail total (not discounts) will *automatically* be added to your final total for all packages and services. An additional 3% credit card processing fee will also apply, which may be waived, if you want to pay them in cash. If full payment is not received in cash, then the balance will automatically be charged to the credit card on record.

Total Reservation

TAX:
 CT=6%
 FL = 6.5%
 NJ = 7%
 NY = 8.75%
 PA = 8%

Event total (from page 7):	\$ _____
Tax:	\$ _____
Gratuity:	\$ _____
Gratuity credit card processing:	\$ _____
Travel (if applicable):	\$ _____
TOTAL DUE:	\$ _____

50% or \$200 Deposit/retainer \$ (whichever is greater) _____
\$ Balance Due _____
Due Date: _____
<small>Due 14 days prior to your event date. Any balance received after due date will automatically incur late fees that will be charged to the credit card on record.</small>

#1 Purchasing Individual Services - 2 Hour minimum for each type of station and technician per event/location

Staff arrives 15 to 20 minutes prior to the start of services to setup. If you require any of our staff to be on-site or setup 30 minutes or more prior to the start of services, you will be billed at their hourly rate for setup time.

SERVICE	x PRICE	x QUANTITY-	= TOTAL PRICE
Full Body Massages			
1 Hour Full Body Swedish Table Massage	\$110pp		
30 Minute Full Body Swedish Table Massage	\$60pp		
1 Hour Full Body BONGERS Shiatsu Table Massage	\$100pp		
30 Minute Hour Full Body BONGERS Shiatsu Table Massage	\$50pp		
Non-Invasive Massages			
15 Minute Chair Massage or BONGERS Shiatsu Shoulder Massage (circle one)	\$25pp		
10 Minute Chair Massage or BONGERS Shiatsu Shoulder Massage (circle one)	\$15pp		
Face & Body (Relaxation)			
Facial Treatment	\$60pp		
Makeup	Custom\$pp		
30 Minute Spa ReTREATment Relaxation	\$50pp		
15 Minute Spa ReTREATment Relaxation	\$25pp		
10 Minute Spa ReTREATment Relaxation	\$15pp		
Hand & Feet			
Full Spa Mani	\$45pp/French add \$15pp		
Full Spa Pedi	\$65pp/French add \$15pp		
Full Spa Mani/Pedi Combo	\$100pp/French add \$20pp		
Polish application - Hands	\$15pp/French add \$15pp		
Polish Application - Feet	\$20/French add \$15pp		
Polish Application - Hand & Feet Combo	\$30pp/French add \$25pp		
20 Minute Aromatherapy Hand & Arm Massage	\$35pp		
15 Minute Aromatherapy Hand & Arm Massage	\$25pp		
10 Minute Aromatherapy Hand & Arm Massage	\$15pp		
20 Minute Aromatherapy Foot & Leg Massage	\$35pp		
15 Minute Aromatherapy Foot & Leg Massage	\$25pp		
10 Minute Aromatherapy Foot & Leg Massage	\$15pp		
TOTAL IN SERVICES			

#2 Purchasing A La Carte Stations By The Hour - 2 Hour minimum for each type of station and technician per event/location

Staff arrives 10 to 15 minutes prior to the start of services to setup. If you require any of our staff to be on-site or setup 30 minutes or more prior to the start of services, you will be billed at their hourly rate for setup.

SERVICE	# of Techs and/or # of Hours Each Staff or Total in Spa Svcs For ex. you can write: 2 techs@ 3 hours ea OR 6 total hours	x PRICE	= TOTAL PRICE
Full Body Swedish Table Massage		\$110 per total hour (per tech)	
Chair Massage		\$100 per total hour (per tech)	
BONGERS Shiatsu Table Massage		\$100 per total hour (per tech)	
BONGERS Shiatsu Shoulder Massage		\$100 per total hour (per tech)	
Hand Massage		\$100 per total hour (per tech)	
Foot Massage		\$100 per total hour (per tech)	
Polish Changes (hands only)		\$100 per total hour (per tech)	
Makeup Application		Custom - TBD	
Eyebrow Shaping Bars		\$100 per total hour (per tech)	
Temporary Eyelash Extensions		\$100 per total hour (per tech)	
Relaxation Facials		\$110 per total hour (per tech)	
Spa ReTREATment Relaxation		\$100 per total hour (per tech)	
Paraffin Wax for Hands Only		\$100 per total hour (per tech)	
SPArties Decor		Custom - STARTING at \$300+	
SPArties Consulting/Admin/Manager		\$100 per total hour (per tech)	
Robes and Slippers (OSFM)	place amount purchasing here	\$30 per guest (XXL, \$10 addl)	
TOTAL IN A LA CARTE			

#3 Purchasing SPARTies Shots Station - 2 Hour minimum for each station and 1 technician 2 hour segment

Staff arrives 5-15 minutes prior to the start of services to setup. If you require any of our staff to be on-site or setup 15 minutes or more prior to the start of services, you will be billed at their hourly rate for setup.

\$200 Each 2 Hour Segment (serves 25 shots)	\$100 Each Additional Hour (serves 12 shots)	TOTAL
Place quantities in here		

#4 Purchasing A Pampered, Polished and Pretty Event - 4 person minimum for each station and 1 technician 2 hour segment

Staff arrives 5-15 minutes prior to the start of services to setup. If you require any of our staff to be on-site or setup 15 minutes or more prior to the start of services, you will be billed at their hourly rate for setup.

\$50pp x qty: _____ = \$ _____

2 services @\$35pp x qty: _____ = \$ _____

Specify which services here: _____ and _____

(6 person minimum for 2 services option. All services must be the same)

#5 Purchasing A Child's Event - ages 7-15.

Staff arrives 5-15 minutes prior to the start of services to setup. If you require any of our staff to be on-site or setup 15 minutes or more prior to the start of services, you will be billed at their hourly rate for setup.

SPArteenies (ages 7-9) @\$25pp x qty: _____ = \$ _____

SPAr tweens (ages 10-12) @\$35pp x qty: _____ = \$ _____

SPAr teens (ages 13-15) @\$45pp x qty: _____ = \$ _____

Mini Spa Setup and Decor: \$200.00

Plus additional hours of setup staff and decor (beyond) @\$50ph x qty: _____ = \$ _____

#6 Purchasing Complete SPArty Setup Group Event:

Staff arrives 1^{1/2} to 2 hours prior to the start of services to setup. If you require any of our staff to be on-site 2 hours or more prior to the start of your event or 30 minutes or more prior to the start of your services, you will be billed at their hourly rate for setup.

\$50pp x qty: _____ = \$ _____

If applicable: Less NO Robes & Slippers: -\$10pp x qty: _____ = \$ _____

If needed, please add additional services or stations if needed to meet the following minimums:

NJ & Staten Island, NY: \$500

NE location outside of NJ: \$1000

South Florida: \$1200

TOTAL: _____

#7 Purchasing A Custom Designed Event

Empty box for notes or details.

Add up totals from #s 1-7, ONLY if necessary, and put in this box: \$ __ .____