



Massage+Wellness

Santa Fe Massage & Wellness Special Event Proposal



Massage+Wellness

REQUESTED DATE OF EVENT: _____ **REQUESTED TIME OF EVENT:** _____
NUMBER OF GUESTS: _____ **(MORNING / AFTERNOON)**

Thank you for choosing Santa Fe Massage & Wellness for your special group gathering! Our staff will strive for excellence in making your visit unforgettable. In our experience, we've learned that it is best to serve not only your group as a whole, but to also accommodate each individual guest! To do so, we ask you to be as detailed as possible to ensure your stay with us is carefree and relaxing even before you walk in our doors. These notes are convenient for our files, as well as for yours.

Please choose one guest as your Primary Event Hostess with whom we can communicate during the booking process.

PRIMARY HOSTESS: _____
PHONE: _____
E-MAIL: _____

TYPE OF SPECIAL EVENT (WORK, BRIDAL, BIRTHDAY, ETC.): _____
***IF APPLICABLE, NAME OF THE "GUEST OF HONOR":** _____

DATE & BEGINNING TIME OF SERVICES (MORNING, AFTERNOON, SPECIFIC TIME): _____

DO YOU HAVE A SPECIFIC TIME YOUR PARTY NEEDS TO BE OUT OF THE SPA? Y/N TIME: _____
WOULD YOU LIKE US TO CATER FOR YOUR EVENT (See pg. for more info)? Y/N

*Please keep in mind, we ask **all members of your party to arrive ONE HOUR prior to their service times**. This allows time for everyone in the party to get checked in, change into robes, enjoy refreshments and utilize our complimentary sauna and facilities for a relaxing experience.

*Please note: **If you wish for this event to remain a surprise for any of your guests, please note this with their information so they will not receive our courtesy confirmation via email, call or text message.**

After reviewing our online menu at www.santafemassageandwellness.com or our detailed brochure, please make note of the package or services each individual guest would like to receive on the forms provided. **Please be sure to note any special needs or upgrades on packages and services.**

With parties of 4 or more, an 18% gratuity is added to the total of services.

To avoid any hassle or time delays on the day of the party, many of our guests prefer to take care of the full payment prior to the day of their event. Otherwise, we request a down payment of 50% of the overall cost (the rest will be taken care of on the day of services, prior to your departure). In addition to the 18% Gratuity and Deposit required before booking, there is also a \$50 Servicing fee added to the total bill that covers set up of party space, amenities and any catering requests if applicable. See Page 2 to enter in your credit card information and payment preferences.

***Please note that bringing ANY outside food will result in an additional charge**



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Please enter the credit or debit card number you wish to use to reserve your appointments.

Note: We accept Visa, MC, AmEx and Discover

Card Type: _____ Name as it appears on card: _____

_____ - _____ - _____ Exp. Date: _____

Security Code: _____ Billing Zip Code _____ Email Address _____

Total of All Individual Prices: \$ _____

Any Food Included: \$ _____

18% Gratuity: \$ _____

Overall total of event: \$ _____ Required 50% Deposit: \$ _____

Please choose one:

_____ Please bill my credit/debit card for the full payment. \$ _____

_____ Please only charge a down payment of 50% and I will pay the remainder on the day of services.

***Please note, your credit card will not be charged until we have sent you an itinerary of your services for approval.**

Upon your arrival at Santa Fe Massage & Wellness:

As mentioned before, we request all guests in your party arrive no later than 1 hour prior to the start time of their services. This extra time allows guests to check in at the front desk, put your things away in a locker, change into a robe, a wrap and slippers provided by us, spend time in the sauna if you choose, and enjoy a refreshing beverage before services begin. We offer up to **TWO** complimentary alcoholic beverages per person.

We would also like to remind our guests to use their spa voices while they are here, as there are other services going on. Some treatment rooms are very close by and other guests could potentially be disturbed.

Other Frequently Asked Questions:

Where are you located?

Our address is: 5511 Hwy 280 Ste. 122 Birmingham, AL 35242

PLEASE ENTER AT SUITE 122 (NOT 124)

**Please make sure everyone attending is aware of our location and policies*

What is your cancellation policy?

Our cancellation policy for entire parties and events is ONE WEEK. Any additional cancellation of individual services requires a minimum of 24 hour notice. If a guest decides to change their mind on which services they wish to receive, we ask that they inform the Event Hostess, who can communicate with us one-on-one. **Please refrain from changing any services at check-in**, as this could cause major delays in not only your services, but also with other guests.



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While we require one week's notice for cancellation of entire parties, **we require at least a 24 hour notice for individual cancellations.** Please keep in mind that if a 24 hour notice is not given, if an individual in your party cancels same day or otherwise fails to show up for their scheduled services, the Event Hostess is responsible for coordinating and providing payment in full for the individual's services at checkout.

What do I need to bring/wear?

We don't ask you to bring anything specific. Please dress to your comfort level. We do provide robes, wraps and spa shoes for you to change into if you wish. You may also bring a swimsuit to wear in the sauna if you would like. We do recommend that you leave anything with sentimental or monetary value at home, as we are not responsible for lost or stolen items. Lockers are provided for your convenience.

Do I need to remove my makeup first if I'm having a facial treatment?

It is not required but, it is recommended.

What if everyone in my party wishes to pay separately at checkout?

This is not recommended. For a smooth and speedy check-out, we request that the Event Hostess be responsible for settling up the remainder of the bill on the day of services (if applicable). Amounts individually owed must be worked out between party guests and the Event Hostess personally, not through Santa Fe Massage & Wellness

Please feel free to add any additional questions or concerns we may not have not already answered.

Addendum on upgraded services and pricing:

If any of your guests would like to upgrade or add-on services, please be sure to include this information on the forms provided and to include this in the total individual price!

Again, **we do not recommend making changes the day of services**—if any changes need to be made prior to the event and are not already noted on the Guest Services sheet, please let the Event Hostess know so that he or she can contact Santa Fe Massage & Wellness as soon as possible.



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EVENT

PACKAGES & CATERING

PACKAGE 1

2 hours

\$190 per guest

Swedish Massage
European Facial

PACKAGE 2

2 hours

\$250 per guest

Refresher Massage
Sugar or Salt Scrub
Mini Facial
Foot Treatment

PACKAGE 3

1.5 hours

\$200 per guest

Refresher Massage
Sugar or Salt Scrub
Mini Facial

WINE, CHAMPAGNE
& MIMOSAS INCLUDED

Catering for BRUNCH/LUNCH

\$25.00 per guest

Brunch: Bagels, Cinnamon Rolls, Fruit and Cheese Plate

Lunch: Chicken Salad Sandwich OR Ham/Turkey on croissants.

Fruit, Cheese and Dessert Platter.

INDIVIDUAL PLATTERS

\$50.00 per tray

Chocolate Covered Strawberries
Fruit Tray
Cheese & Crackers

SANTA FE MASSAGE & WELLNESS



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CATERING FORM

Hostess Name: _____

Date of Event: _____

Catering Options:

*Please circle all that apply

Lunch

Brunch

Cheese and Cracker Tray

Fruit and Dip Tray

Dessert Tray

Number of Guests: _____



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CLIENT SERVICES SHEET

Guest: _____ Phone: _____

E-mail: _____

Requested Services: _____

Any additional requests/preferences: _____

Total Individual Price: _____ Spa Shoe Size (Circle One): SM MED LG XL

Guest: _____ Phone: _____

E-mail: _____

Requested Services: _____

Any additional requests/preferences: _____

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