



PARTY CONTRACT

Thank you for choosing Vault Cosmetics / Prodigio Day Spa to host your party!
We are so excited to have you!

Requested Event Date: ___/___/___

Event Type: _____

○ Spa Service Parties

This contract is a legal agreement between the host/hostess and Prodigio / Vault. We ask that you please read everything stated below and sign when completed.

- All guests should arrive 30 minutes prior to start time. This ensures that each person can fill out intake forms, get set up and relax before services begin.
- Treatment times will begin promptly! So we ask that you are respectful of the providers time, as they have multiple clients to see.
- Because we have reserved time for each one of you, guests arriving late are not guaranteed their full service. Host will still be responsible for the services scheduled.
- 20% gratuity included in your final price.
- Please provide ample time if there are any changes in attendance. We may not have available providers to treat your additional people.
- 7 day cancellation policy for all parties. If we do not receive the appropriate amount of time, you will be charged 50% of your parties services.
- No shows will be charged the full amount.
- 25% Deposit of service total in order to reserve your party. This will be taken upon receipt of the contract. As soon as we receive the deposit, the space is yours!
- Party rental space for the day is \$100 in addition to service totals.

○ POP UP SHOP EVENT

\$200 Daily Rental of The Vault Space

We have (2) 6ft. display tables and wall shelving to display products. Pop Up Vendor can gain access to space the day before their shopping event for setup. Prodigio / Vault will advertise and market to our client list (over 3,000 client emails).

Details of Event / Business / Products

Social Media / Website Links

CONTACT INFORMATION

Host/Hostess: _____

Today's Date: _____ Phone: _____

Email: _____

Please list below each guests name, number/email and desired service. If there are any special instructions you would like us to know, please note that as well!

Name / Email / Phone

Desired Service

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

PAYMENT INFORMATION

Name as it appears on CC: _____

Card #: _____

Expiration Date: ____/____ CVV: _____

Type of card: Visa AMEX Discover Mastercard

Signature: _____

By signing, you are agreeing to Prodigio Day Spa /Vault's terms and conditions on all pages of this document. All services will be reserved once we have received the signed and completed contract.

Remainder of payment will be taken on the day of the party

Prodigio Day Spa and Salon / Vault Cosmetics

439 Main Street Harleysville, PA 19438

215-256-1191

frontdeskprodigodayspa@gmail.com

vaultprodigo@gmail.com

for coordinator use only:

Deposit amount: _____ Date received ____/____

Signature: _____

Additional Notes: