



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 event packages (included in attachment) or our online menu at [www.santafemassageandwellness.com](http://www.santafemassageandwellness.com) please list each individual guest services they 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 \$100 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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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?***

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 SPA PACKAGES

### 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

## BRUNCH/LUNCH offered for parties with 6 or more

\$25.00 per guest

Brunch: Bagels, Cinnamon Rolls, Fruit and Cheese Plate  
Lunch: Chicken Salad Sandwich OR Ham/Turkey on croissants.  
Fruit, Cheese, and desert

## 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: \_\_\_\_\_

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

Guest: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Requested Services: \_\_\_\_\_

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Any additional requests/preferences: \_\_\_\_\_

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

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E-mail: \_\_\_\_\_

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