

# PRODIGO DAY SPA

## PARTY CONTRACT

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

**This contract is a legal agreement between the host/hostess and Prodigio Day Spa. 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 start times.
- Treatment times will begin promptly! So we ask that you are respectful of the providers time, as they have multiple clients to see. (you will have plenty of time to socialize with your party)
- Because we have reserved time for each one of you, guests arriving late are not guaranteed their full service. It is important to be on time because the host will still be responsible for the service.
- Parties of 6 or more will have an 20% gratuity included in your final price.
- We ask that if there is any changes in the number of people attending the party, you provide us with an ample amount of time. If not enough time is given, we may not have available providers to treat your additional people.
- If the day of the party is upon us and someone does not attend, the host/hostess will still be responsible for your reserved spot, regardless of the attendance.

**Please note: We have a 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.**

**Deposit- We require a 25% deposit, in order to reserve your spot. This will be taken upon receipt of the contract. As soon as we receive the deposit, the space is yours!**

## CONTACT INFORMATION

Host/Hostess:

Today's Date:

Address:

State

Zip:

Phone:

Email:

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

	NAME/ NUMBER	SERVICES
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		


More than 10 guests?

Please contact us for more information regarding large parties!

**Deposit Payment:**  
(party will not be booked without a credit card on file)

Name as it appears on CC: \_\_\_\_\_

Card number \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

CVV: \_\_\_\_\_ Type of card:    

Signature: \_\_\_\_\_

By signing, you are agreeing to Prodigio Day Spa'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, prior to treatments beginning.\*

**for coordinator use only:**

Deposit amount: \_\_\_\_\_ Date received \_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

Additional Notes:

We are so excited you chose us to host your event! Please feel free to bring any food or drinks that you'd like. We have a beautiful private spa party room on our second floor, that your party will be housed in. If possible, please let us know if you do choose to bring any refreshments, that way we can help set up and get the room prepared for you! Throughout your stay with us, we will have someone checking in and making sure you are comfortable and if there is anything we can help with

Thank you

**Prodigo Day Spa and Salon.**  
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