



WEBER & WEEKLEY
makeup and skincare

Makeup Services Contract

Today's Date: _____ Wedding Date: _____

Brides Name: _____ Grooms Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Event Planner Contact Info: _____

Photography Studio: _____ Photographer Arrival Time: _____

Ceremony location: _____ Ceremony Time: _____

Location for Makeup Artist (physical address): _____

I. Contract Outline

This contract outlines an agreement and all contractual obligations made on (__/__/__) between Weber & Weekley, Makeup and Skincare (We2 LLC) (Artist) and _____ (purchaser of services, client) of _____ (address), _____ (city), _____ (St.) _____ (zipcode).

In consideration of the mutual agreements herein contained, and intending to be legally binding hereby, the purchaser and the artist agree as follows:

- a. Client agrees to engage We2 LLC and/or their assistants to provide makeup services on the date and time agreed upon.
- b. We2 LLC and/or their assistants agree to perform these services for the client and any additional party members who are listed in the contract under the terms and conditions set forth.

II. We2 LLC to Client

- a. We2 LLC shall be responsible for sub-contracting ANY additional makeup artists and/or assistants as needed for larger parties in order to perform the required services in an appropriate timeframe.
- b. We2 LLC and/or their assistants will provide services with reasonable time and care on the date and time agreed upon.
- c. We2 LLC and/or their assistants shall provide and use their own products for each service. Only professional cosmetic products which provide high quality results, and that are safe (FDA approved) for the client and any additional attendants will be used and applied with appropriate sanitary practices.
- d. We2 LLC and/or their assistants shall conduct themselves in a professional and friendly manner to all recipients of services rendered.

We2 LLC initials _____

III. Client's Agreement to Artist

- a. Clients agrees to pay all rates and fees in accordance with the payment provision in a prompt and timely manner as agreed upon.
- b. Client agrees to provide advance notice of any and all allergies and conditions of any attendant receiving services to We2 LLC and/or their assistants in accordance with liabilities provision.
- c. Regardless of any personal agreements made between the client and any other members of their party, the client agrees to assume all responsibility for fees not paid by members of their party to We2 LLC and/or their assistants.

Client's Initials _____

IV. Services

- a. We2 LLC and/or their team will provide the services specified in this contract to the clients listed below. If there are any additional requests for makeup services on the day of the event, additional clients can be accommodated only if time permits and at artist' discretion and must be paid in cash. The priority is to complete any previously paid for services. Client understands that We2 LLC and/or their assistants cannot be held liable for any stress or problems adding additional services may create for the original timeline of services.
- b. Client understands that in order for We2 LLC and/or their assistants to work at a location of the client's choosing on the contracted date, a minimum of 4 services must be booked. Minimum services required may be higher depending on location and date of event.
- c. Client understands that We2 LLC is the lead makeup team for the contracted date/event and ANY additional makeup artists must be contracted through We2 LLC.
- d. Client understands that in order to maintain a punctual timeline and to avoid possible damage to tools and products there are no cell phones, food or drink, children or pets allowed in the makeup zone.
- e. Client understands that if on the contracted event date We2 LLC and/or their assistants travel on location to provide services, and prior notice was not given, in writing, of any decreases to the number of attendants receiving services and in accordance with the Cancellation Policy (See Sec. VII) then We2 LLC and/or their assistants will be entitled to the full balance regardless of whether artists provide services for the attendants who cancelled or not.
- f. Client understands and agrees that in the unlikely event that We2 LLC and/or their assistants will be unable to provide services due to an unforeseeable and unavoidable reason including but not limited to injury, severe illness, death, family emergency, sever weather or some other act of God. We2 LLC will arrange for an equally qualified artist to complete the agreed upon services for the same agreed upon terms of payment. If We2 LLC is unable to provide a suitable replacement a complete and full refund of fees will be provided.

Client's Initials _____

V. Payments, Fees, and Methods

- a. Client understands that in order for We2 LLC to hold the intended event date in their calendar, a minimum **NON-REFUNDABLE** retainer of 50% of the total balance must be paid. Client also understands and agrees that a credit card is required to keep on file even if paying by cash or check. Client understands and agrees that there is a 48 hour or 2 day grace period from the date on which this contract is signed during which time client may cancel contracted services and receive a full refund on your retainer AND also incur no cancellation fees. Upon the expiration of the 2 day grace period, this contract will be finite and the 50% retainer is **NON-REFUNDABLE** (unless under provision IV.d). Client's Initials _____
- b. Client understands and agrees to pay setup/location fee (per artist) as described in rate quote as well as all travel expenses, parking (including valet),, and tolls for We2 LLC and/or their assistants. Client's Initials _____
- c. Client understands that there is an industry standard fee for early morning starts prior to 8 AM.

\$50 for 7 am to 8 am; \$100 for 6:30 am to 7 am; \$150 for 6 am to 6:30 am \$200 for 5:30 am to 6 am; \$250 Any time before 5:30am. **Client's Initials** _____

- d. Client understands and agrees that there is an additional fee for We2 LLC and/or their assistants to provide services for events occurring on certain holidays and/or their surrounding special event weekends. They are as follows:
 - i. There is an additional fee of \$125.00 for We2 LLC and/or their assistants to provide services on the following dates: New Year's Eve, New Year's Day, 4th of July.
 - ii. There is an additional fee of \$175.00 for We2 LLC and/or their assistants to provide services on Easter and/or Thanksgiving.
 - iii. For all events occurring on Christmas Eve and/or Christmas, all standard fees are doubled.
 - iv. Additional fees may be added if your event location coincides or is in close proximity to local events and festivals. i.e. Blue Angels weekend, Cinco de Mayo, McGuires 5K run, Double Bridge Run, etc. It is the Client's responsibility to be aware of such events and to plan accordingly. Fees to be determined.

Client's Initials _____

- e. Client understands that the NON-REFUNDABLE retainer fee can be paid in the form of cash, check, or credit card. **Client's Initials** _____
- f. Client understands that the remaining balance will be due 2 weeks prior to the event date on (___/___/___). Payable in the form of cash, check or credit card. **Client's Initials** _____
- g. Client understands and agrees that any additional services performed by We2 LLC and/or their team on the event date will be owed in full that day in the form of CASH. **Client's Initials** _____
- h. Client understands that in the event of a bounced check, the client will be responsible for the entire balance in addition to any fees that are incurred from the bank. We2 LLC will also be entitled to a **\$25.00** bounced check fee **Client's Initials** _____

VI. Liabilities

- a. Client understands and agrees to give We2 LLC and/or their team advanced notice, in writing, to any and all known allergies or health issues that the client and/or any members of their party may have. **Client's Initials** _____

Please list any allergies or health issues to party members below (will be kept confidential).

Client understands and agrees that if notice is not given to We2 LLC and/or their team of any known allergies that the client and/or any members of their party may have, or if attendants are not aware that they have an allergy, We 2 LLC and/or their team cannot be held liable for any reactions, injuries, losses, damage, costs, claims, and actions that may occur to the client or any other member of their party. **Client's Initials** _____

- b. Client understands that the products and tools We2 LLC and/or their team use are expensive and sometimes difficult to find. Therefore, if any members of the client's party were to touch, contaminate, and/or damage any product or tool, the client will be billed for the price of replacing the product/tool. **Client's Initials** _____

VII. Cancellation Policy

- a. Client understands that once the contract has been signed for the minimum services required with the **NON-REFUNDABLE** retainer fee there is **NO** refund of the retainer fee if services and/or date are cancelled. If event and/or services are cancelled with less than 1 month prior to event, the full amount of quoted contracted rate is due in full. Cancellation of Services that are added to minimum must be done 1 month prior to event date. Once Final Head Count deadline is reached (1 month prior to event), there will be no refund if services are cancelled and payment in full is required. Cancellations must be received in writing to avoid further fees. **Client's Initials**_____

VIII. Advertising

- a. Client agrees to allow We2 LLC and/or their team to use any pictures taken with permission of the client of the services rendered for use on social media including but not limited to Facebook, Instagram, Twitter, Tumblr and We2 LLC website. www.weberandweekley.com
Client's Initials _____

_____First Head Count is for minimum required services. Once a contract is signed for minimum services client is obligated for the full quoted rate. Once a contract is signed for minimum services there will be no reduction in the head count.

_____Final Head Count due 1 month prior to wedding – additional people may be added to the minimum headcount prior to the deadline. **Client's Initials:**_____

A 50% Non-Refundable Retainer Fee of all services is required to save your date on the calendar.

Rate: Bridal Trial	\$.00	
Bridal Day of	\$.00	
Mom/Maid airbrush	\$.00	x _____
False Lashes	\$.00	x _____
Setup/location fee	\$.00	
Total due	\$	
Non-Refundable STD Fee	\$	
Remaining Balance	\$	

Final Invoice due: **Client's Initials:**_____

List each person receiving services and indicate "MA" for airbrush makeup only or "MA+L" for makeup and false lashes.

Client's Signature: _____ Date: _____

We2 LLC Signature: _____ Date: _____

Bridal Questionnaire

Please attach a picture of yourself without makeup & with makeup if you wear.

Describe your normal skin care routine with products you use:

Describe your normal makeup routine with products you use:

Hair Color: _____

Eye Color: _____

Complexion: Fair – Med – Dark

Skin Type: Oily – Combination – Dry

Describe the look you want for your wedding:

Describe your gown and headpiece: _____

Color Scheme for your wedding: _____

How will your hair be styled: _____

Do you have a specific look you want for your bridal party: _____

Any additional comments or concerns: _____
