



Spa Party Agreement

Thank you for choosing Serenity Day Spa for your group spa experience! We are eager to make your day a memorable one and have outlined the details of your event below. Please take time to carefully review the information and return a signed copy to us along with your deposit.

Day/Date: _____

Start Time: _____

Contact Person: _____

Daytime Phone: _____

Cell Phone: _____

Email Address: _____

Street Address: _____

Special Occasion: _____

Scheduling: Attached is a detailed schedule with client's first and last name, selected treatments and requested times

Our Commitment to You

The quality of service will be exemplary from all spa employees. To ensure your satisfaction, your concierge for the day will be: _____

Any participant requesting additional services or upgrades will be informed by the technician of the additional cost of the upgrade or additional service.

All special requests by guests will be honored to the best of our ability and scheduling limitations.

Additional Notes: _____

Spa Party Policies

Please initial the following policies:

Serenity Day Spa requires all final schedule requests to be submitted 7 days in advance of the event. Any changes made to the schedule will be handled exclusively by the contact person, named above, at least 48 hours prior to the event. _____

A standard 18% gratuity will be added to the final service bill. _____

Any changes to the treatment schedule or catering needs must be made 48 hours in advance of the event. Any changes after 48 hours or no-shows the day of the event will be charged at full price. _____

We recommend that guests be instructed to arrive 15 minutes prior to their appointment time. Late arrival will result in shortened service time. _____

A 50% deposit is due upon finalizing the booking schedule and full payment in cash or by credit card is due 48 hours in advance. _____

Any upgrades on services by participants will be paid by the participants themselves prior to leaving the spa. It is the contact person's responsibility to inform participants of this policy. _____

Catered fare may be brought in by the party or may be catered by the spa for a fee per person. Alcoholic beverages cannot be provided by Serenity Day Spa. _____

Unless prior arrangements have been made, Serenity Day Spa will be open to non-event clients the day of the event and consideration must be given to the comfort of these clients. _____

Costs and Deposit

Total cost for Services: _____
18% gratuity: _____
Product gift cost: _____
Catering cost: _____
Other: _____

Total cost: _____

Total Deposit Due Now: _____

Balance due 48 hours in advance _____ (Paid by credit card)

Signature: _____ Date: _____

Director Signature: _____ Date: _____