



POLISH

ON PIEDMONT



Pamper Party Reservation

4319 Piedmont Ave. Oakland, CA 94611

Phone: 510.601.0909

Fax: 510.288.1335

Email: pamperparty@polishspa.com

Name of Host: _____

Phone Number: _____

Number of Guests: _____

Date/Time of Event: _____

Food/Accessories: _____

Occasion: _____

Service Requested

	Name of Client (First, Last)	Pedicure/Manicure	Waxing/Facials	Special Time Restraints
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____

Booking Procedure and Fee

For all evening pamper parties a fee of \$50.00 is charged. For more than 8 (eight) participants we require a payment of \$100.00. For pamper parties that take place during 10am-5:30pm, the fee is \$200 and for parties of 8 or more the fee is \$350.00. We will hold one date for a period of 48 hours at which time the pamper party fee must be rendered to keep the reservation. All paperwork must be signed and returned within 5 days of making a reservation.

Payment of Services

Host will be responsible for payment of services, additions, and gratuities not covered by guests.

Cancellations and Changes

We require 7 days notice to cancel the party. If the party is canceled with less than 7 days notice the pamper party fee will not be refunded. Any changes to reserved services must be made 48 hours prior to pamper party date. With less than 48 hours notice host will be charged for all reserved services. If cancellation is due to the guest of honor's absence, for example sickness or unexpected birth (mommies to be,) with 7 days notice host has the option to reschedule the date of the pamper party. If less than 7 days notice host is responsible for pamper party fee and 50% of all services booked.

Host Setup and Breakdown

Host may arrive 15 minutes before first scheduled appointment for setup. There will be fifteen minutes allotted after the last service is completed for wrap up. Host will be notified at the beginning of the last service to allow proper time for clean up and check out.

Food and Beverages

If you are planning on bringing food for the party, we recommend that you also bring any accessories and supplies that you would like. Polish is not responsible for the décor or any additional support for the party.

Facility and Equipment Loss or Damage

Host of party will be responsible for actions of all guests. This includes furniture, equipment, and product damage.

Client Loss or Damage

Polish is not responsible for any damage to or loss of personal belongings or equipment.

Additional Pamper Party Policies

Please note that there will not be time allotted for opening gifts, so we highly advise opening gifts during services. Services will start at scheduled times. It is host's responsibility to confirm with guests what time they will arrive. Guests who arrive late will receive as much of the service as the technician can render in allotted time. Technicians not utilized during pamper party have possibility of serving other clients. If there are any questions please contact us at (510) 601-0909.

Please sign and return within five days of reserving your Pamper Party as an acknowledgement of these conditions and authorization of applicable credit card charges.

VISA MASTERCARD AMERICAN EXPRESS

Credit Card #: _____

Expiration Date: _____

Name of Host: _____

Signature of Host: _____

Date: _____