



SPA PARTY PAYMENT AGREEMENT & CANCELLATION POLICY

Welcome to Hidden Door Spa where you will get to explore a new you behind the hidden door. We are so pleased that you have chosen us to pamper and share this special moment with.

Below is a list of things we will need to start the process of scheduling your party:

1. Your name and contact information including phone number, address and email.
2. The first and last names of all guests joining your spa party.
3. A list of all services/treatments you all would like to receive.
4. The date and time frame you would like to schedule your party.
5. An initialed and signed copy of our Spa Party Payment Agreement & Cancellation Policy and deposit (required prior to any holding of appointment).

DEPOSITS: All parties are required to pay a 50% non-refundable deposit prior to confirming any appointment times. No appointments for any services will be made until both signed contract and deposit are received by HDMS. Deposits and pre-payments can be made using cash, check or credit card.

FINAL PAYMENTS: All payments must be made in full at least 2 weeks prior to appointments. HDMS can accommodate party guests paying individually, however, each guest is required to sign the same Spa Party Payment Agreement & Cancellation Policy.

CONFIRMED BOOKING & SCHEDULE: Once payment has been received, parties will receive a confirmed itinerary of the day's appointment times each of which is subject to our Tardiness & Cancellation policies (below).

TARDINESS/NO SHOWS: In order to effectively accommodate your group, your promptness is required and appreciated. We cannot guarantee appointments for party members arriving more than 10 minutes past their scheduled appointment times. This is considered a no show/late cancellation. If time allows, the client will have the option of accepting an abbreviated version of the scheduled service at no discount. Guests will be charged the full amount of the service for all services booked. _____(Please initial).

It is important to note that to make sure everything goes smoothly, everyone arrive on time and is ready for his or her scheduled services. It is not possible to switch appointment times or services around on the day of the party to accommodate late guests. _____(Please initial).

CANCELLATIONS: Cancellations for parties require a minimum of 2 weeks prior to the date of services being received. If cancellation is given in proper time frame and

