



Amazing Occasion Beauty Studio

Special Events Contract Agreement 2018

(Please read through contract completely)

This contract states that Amazing Occasions will provide on-site hair and/or makeup services for

(client name) _____ on

(date of event) _____

Stylist is scheduled to arrive at the following location:

_____ *(address)*

(should the address change at a later date, change must be submitted in writing on an addendum form)

_____ # of persons will be receiving hair services and _____ # of persons will be receiving makeup services. *(Services can be added at the artist's discretion if time allows for a fee disclosed under pricing) Services cannot be canceled, they can only be substituted. Persons signing this contract are responsible for the payment expected.*

Set up time will be _____:_____ Start time will be _____:_____ Completion time will be _____:_____

Contact number on Event day: (_____) _____ - _____.

RETAINER/DEPOSIT POLICY: *The retainer fee is \$50.00 and is required to secure the date and retain services. The deposit is \$50 and is only refundable if services are canceled within 7 days of receipt. The retainer fee is non-refundable, both deposit/retainer fee will be applied as a credit towards the final balance. Contracts must be received within 7 days after retainer/deposit fee is paid or contract can become null and void.*

CANCELLATION POLICY: *The client and/or Amazing Occasions shall have the right to cancel services by notice in writing within 7 days from the date of this contract to receive a refund of deposit. After 7 days from date of agreement all monies paid becomes non-refundable. _____ (client initial)*

In the event that Amazing Occasions is unable to provide services for the contracted event, Amazing Occasions will notify client at least 2 weeks prior to event and agrees to refund all monies paid including deposit _____ (client initial)



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RESCHEDULE POLICY: *In the event that the date of the service needs to be rescheduled, the client's deposit is transferable; however, if the requested date is unavailable for Amazing Occasions then the policy is subject to the cancellation agreement. _____ (client initial)*

PAYMENT: *The final balance is due on the day of the event. Cash should be collected and given to your lead stylist as a lump payment rather than individually, no exceptions. Credit cards are only accepted from one individual as a lump payment unless agreed ahead of time. Checks are only accepted from the client or designated payor. The person(s) responsible for the entire balance of payment is the person who signed the contract. (client initial)*

PAYMENT TYPE: *Amazing Occasions accepts visa, mastercard, discover, and American Express, we also accept cash, cashier's checks, and personal checks. You can make out/mail payments to: Amazing Occasions 523 Windermere Drive, Culpeper VA 22701 (Please do not mail to my studio). All credit card transactions are subject to a 3.5% processing fee over \$200*

TRAVEL FEE: *There is a travel fee of \$____.00 for any on-site service outside a 20 mile radius of our Manassas studio unless specified in a package. Also any parking/valet fees/ or toll fees are the responsibility of the clients and may be added the day of services. _____ (client initial)*

BOOKINGS: *To book your date, a signed contract is required with a \$50 retainer fee and a \$50 deposit. The deposit/retainer is non-refundable after 7 days of receipt (see deposit policy) _____ (client initial)*

BOOKING TIMES: *Contract will contain a start time and end time approved by the client. Each hair/makeup requires a certain length of time to be finished and is not to exceed time limit. Any additional services outside the contract will be performed at the sole discretion of the artist for a "same day fee". All persons involved in the contracted services need to be available at the scheduled time in order to abide by the contract. All services for the contracted parties must be done consecutively in order to ensure we are abiding by the schedule. _____ (client initial)*

DELAYS: *A late fee of \$25.00 may be charged for every 15 minutes of delay when a client is late for the scheduled time, or if scheduled service time exceeds allotted time because of client delays. Please keep in mind that we can do more than one occasion in a day so it is very important that we stick to the timeline stated in your contract. . _____ (client initial)*



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GRATUITY: Gratuity is appreciated and is not included in our packages or a la carte pricing. You may choose to tip your artist(s) for a job well done. Gratuity is shared if more than one artist provides services for your event. All Gratuities are asked to be given to the head stylist at your event to be split up between stylists at a later time.

D.C EVENTS: Due to the amount of equipment we carry we cannot park on the street and carry our things in one trip. We have found that looking for parking and the stress of getting help carrying our stuff inside the hotel/venue etc. causes time delays and unnecessary issues. We request valet parking only if offered or garage park when valet is not offered at the expense of the client. We have also often encountered traffic delays and road detours very often in DC which also causes delays despite our efforts to allow enough time, it is recommended to avoid this issue that a room be provided the evening before the event for your artists to ensure no delays. This is a recommendation and not required. _____ (client initial).

USE OF IMAGE: Amazing Occasions and/or Trisha Uraje may use any images on its website and/or in any brochure, flyer, or any other advertising it deems necessary. Any and all photographs, video, audio, and any other digital media that is captured or recorded by Amazing Occasions and any of her representative or agents belong to Amazing Occasions. Client agrees to release any and all claims regarding use of his/her image for such purposes. Client also agrees to release name and contact info of professional photographers for which the hair/makeup artist has been contracted for. Client agrees to allow images to be displayed on amazinghairandmakeup.com (This portion is to authorize me to contact your photographer for images)

I, _____ authorize Amazing Occasions to display my professional photo images for advertising purposes only. Amazing Occasions has my permission to contact my photographer for these professional portraits at their expense. I am aware that my photo may be displayed on the internet, facebook, as portraits, and/or in literature for promotional purposes.

Photographer: _____

Photographer Contact Info: _____

Name (printed) _____

Signature _____ Date _____ (client signs)



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This Contract will be signed by the person booking services for a particular event, and will specify the location, date, time, number of persons receiving services and what time you have reserved for services. Due to the possibility of schedule conflicts, additional makeup and hair added after the contract signing or changes made to the location, date, and time of event will be done at the sole discretion of Trisha Uraje. An addendum is required to make changes. Contract is due within 7 days of receiving retainer and/or deposit. This contract is the only agreement between the person(s) booking/contracting the services of Amazing Occasions. A copy of this contract can be provided at your request.

Artist Signature: _____

Date: _____

Client Signature: _____

Date: _____