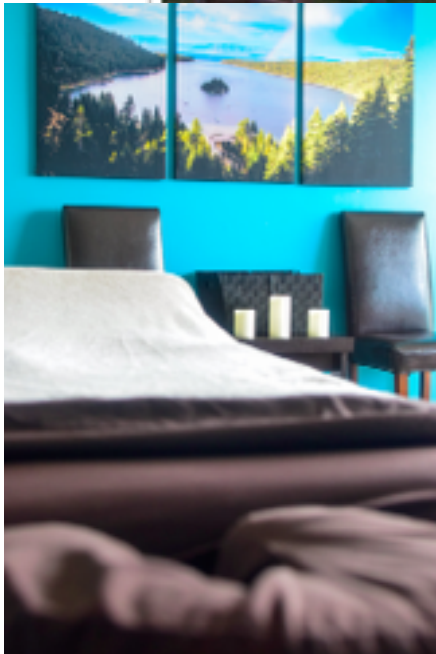


# Elements SPA



# Large Party & Bridal Party Confirmation Letter

Thank you for choosing Elements Day Spa to accommodate your party. We look forward to your visit. Please read through the confirmation letter thoroughly so you understand your responsibility in this agreement. Please check the boxes and email back this confirmation letter so we can schedule your services. Please take note that our high season is in June. If you are looking to book at that time, please do so in advance.

We will need a credit card number and a signature to reserve the party. If any cancellations are made outside of the 72 hour cancellation policy, 50% of the service will be charged to the credit card we have on file. The Main Contact is responsible for any and all cancellation fees associated with their party. Please fill out names of each person and what services they will be receiving. Please make sure you review this and let us know if anything is incorrect.

A 20% gratuity is added automatically to all large parties.

All large parties (5 or more) must abide by our 72 hour cancellation policy. This includes the cancellation of the entire party, part of the party, or changes in services after the 72 hour expiration. We require this due to the demand for services and our staffs schedules.

✱ Our location offers a hot tub, dry sauna and pool. If you are bringing any beverage , please note that glass is prohibited near pool/hot tub. We are located right on the lake with walking distances to restaurants. The comment section will list anything you will be bringing with you such as food, alcohol, gift bags, etc. If you wish to bring anything of the sort, we have tables and areas for your refreshments.

Comment:

Thank you for choosing Elements day spa for your party. We look forward to servicing you.

# Large Party & Bridal Party Detailed Information Sheet

Note: If a member of your group is pregnant please let us know how far along they are and please let us know if they were cleared by a doctor.

Main contact name:

Main contact phone number:

Date of party:

Card Holder Name:

Address 1:

Address 2:

City:                      State:                      Zip Code:

Card Type:

Card #:

Expiration Date:      /                      3 digit Security Code:

Printed Name:

Signature:

Guest Name:

Service Name:

Service Price:

Service 1:

Service 2:

Guest Name:

Service Name:

Service Price:

Service 1:

Service 2:

Guest Name:

Service Name:

Service Price:

Service 1:

Service 2:

Guest Name:

Service Price:

Service 1:

Service 2:

Guest Name:

Service Name:

Service Price

Service 1:

Service 2:

Guest Name:

Service Name:

Service Price:

Service 1:

Service 2: