

Congratulations It's Your Day!

Thank you for choosing Hair Designs by Norma, a full service salon and make-up studio to help you prepare for your big day. We understand planning a big day can be overwhelming as it is exciting. So many ideas, so many details, and the many decisions! Our talented team knows that Glamour and Elegance are key to making your big day awesome and memorable.

Our award winning staff is experienced and committed to providing you with the look you want for your special day. We are dedicated to staying in touch with all the new trends, styles and products and can assist you in making those decisions.

Our full service salon and make-up studio is the perfect place to prepare you for your special day. We recommend checking out our selections of services prior to your big day. Reserving your services ahead of time will guarantee we can accommodate your desired times and requested treatments.

Once you have decided on the services you would like to book, please:

- Complete the Event Contract
- Complete the Appointment Request Form
- Complete the Credit Card Authorization Form
- Complete the Terms & Conditions Form
- Return completed forms by hand delivery or e-mail

Event Contract

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell #: _____ Local #: _____

E-mail Address:

Location of Wedding:

Date: _____ Time: _____

Contact Person: _____

Phone: _____ Cell: _____

Please Select One Option:

Services will be done in the Salon

Services will be done offsite

** Offsite Charge: \$150 travel fee to your location within Broward County. If you are located outside of Broward County, please call for pricing information.**

Desired Time to Begin Appointments _____ am pm

Desired Time to Depart Hair Designs by Norma: _____ am pm

Any Additional Comments or requests :

_____.

Appointment Request Form

Your Services

Check Services: Curls & More Mani / Pedi Make-Up Blow Dry

Your Spouses / Significant Others Services

Check Services: Haircut & More Manicure / Pedicure Blow Dry

Daughter Services

Check Services: Curls & More Mani / Pedi Make-Up Blow Dry

Daughter Services

Check Services: Curls & More Mani / Pedi Make-Up Blow Dry

Son Services

Check Services: Haircut & More Manicure / Pedicure Blow Dry

Son Services

Check Services: Haircut & More Manicure / Pedicure Blow Dry

Grandmother Services

Check Services: Curls & More Mani / Pedi Make-Up Blow Dry

Grandfather Services

Check Services: Haircut & More Manicure / Pedicure Blow Dry

Add on appointments are welcomed.

*These appointments will be scheduled subject to availability
Gratuity is not included in the pricing / final charge.*

Event Hair and Make-Up Services Offered

Please find the descriptions of services that are most requested for special event listed below. Our menu provides a complete list of services that you may choose for your special day.

Updo (curls & more) <i>Please allow at least one hour for this service.</i>	starts at	\$80.00
Shampoo & Blow Dry	starts at	\$30.00
Flat Iron, or Curling Iron	starts at	\$50.00
Traditional Make-Up Application <i>Please allow 45 minutes for this service.</i>	starts at	\$55.00
Airbrush Make-up Application <i>Please allow 1 hour for this service.</i>	starts at	\$70
Faux Lashes	start at	\$28

Prices are subject to change but, will not change once contacted unless a change is made upon request of the person whom contacted the service.

Credit Card Authorization

PLEASE PRINT

Credit Card Type: VISA MASTERCARD AMEX DISCOVER

Name as it appears on Card: _____

Credit Card Number: _____

Credit Card Expiration: _____ / _____ Security # (on back): _____

Driver's License Number: _____

Cardholder's Mailing Address: _____

Cardholder: _____

(Print name as it appears on your card)

Cardholder: _____ Date: _____

(Signature)

Please understand that your full completion of this authorization form helps us to protect you.

Hair Designs by Norma, will keep all of this information strictly confidential.

Thank You again, for choosing us for your special day and we look forward to pampering you!

By my signature above I hereby authorize Hair Designs by Norma, to charge my credit card the designated amount to secure the appointment (s).

I understand that the \$50.00 deposit placed to secure my appointment is non-refundable.

Cardholder: _____

(Print name as it appears on your card)

Cardholder: _____ Date: _____

(Signature)

Terms & Conditions

SCHEDULING

Scheduling four or more appointments at one time requires that major credit card information be kept “on hold.”

PREPARATION

Please arrive for your appointment at least 15 minutes prior to your scheduled service to be checked in and prepare for your service. Some of our services require a client card to be completed to enable our technicians to better serve you. To avoid any delay in our next guests, your service will need to end on time, regardless of when you arrived. Updo appointments should arrive with clean fully dry hair. A blow dry charge will be added to anyone needing this extra service.

CANCELLATIONS

As a courtesy to your fellow clients and technician(s), since your party consists of four or more appointments at one time, we require a cancellation notice one full week in advance of the scheduled appointment(s). In this event, a \$50.00 service charge for each cancellation may be assessed. Failure to give cancellation notice as requested will result in a “no show” charge of the full amount of the service(s) scheduled.

CHECK PAYMENTS & RETURNED CHECKS

All check payments must clear the bank prior to appointment confirmation. Any and all returned check will incur a returned checked check fee of \$45.00.

ACCEPTANCE OF AGREEMENT

Please understand that you are taking full responsibility for you and family (party) and their reservation confirmation and payments. By signing this agreement you hereby take full responsibility of confirming your and your parties appointments and payments. At the time of execution of this agreement you fully understand that this is a legally binding agreement between you and Hair Designs by Norma wherefore, you hereby agree that legal action can and will be taken for any breach of contracts (none payments / returned checks not fully paid back with return check fee). If you are in agreement, please promptly sign and return to Hair Designs by Norma, (hand deliver original or e-mail to hairdesignsbynorma@gmail.com at least five (5) business days in

advanced). We will not consider your appointment(s) firm until receipt of the signed agreement and confirmed appointment with date, time, and location.

FULL AND FINAL AGREEMENT

(Print Name)

_____ Date _____

(Signature)

When contract has been reviewed and completed, return by:

Hand Delivery: Hair Designs by Norma
7036 W. Broward Blvd.,
Suite: 126
Plantation, Fl. 33317
(954)993-6024

or

E-Mail: hairdesignsbynorma@gmail.com

Event Checklist

2 weeks before your date night

- To release tension, enjoy a relaxing massage for yourself and groom.
- Hire a baby sitter.
- Pick out or purchase your perfect outfit with, girdle (spanx), heels / shoes and jewelry.
- Visit Trip Advisor (<http://www.tripadvisor.com>) for big day suggestions and reviews.

1-2 days prior

- Receive brow and lash tint.
- Get your waxing services.
- Hire a baby sitter if you haven't already done so.

Day of your Event

- Relax and let us help you and family (party) on your big day look your best with hair, make-up application and polish touch up.
- Receive manicure and pedicure.
- The gentleman should come in for a haircut and men's manicure.
- Be sure to wear a button up shirt to preserve your finished look.

Additional Options for our Costumers!

Muffins and Mimosa's:

An assortment of muffins, cookies, brownies, Danishes and Mimosa's (Magnum of champagne and orange juice.)

Cost is calculated \$6 per person

Fruit platters and baskets:

Fresh fruit assortment, (using local when possible) oranges, grapes, melon, pineapple, strawberries.

Add additional \$1.50 per person

Wine and cheese platter:

An assortment of cheese:

Brie, Gouda, Cheddar...with a side of truffle honey! Crackers and toast points

Cost is ...\$8.00 per person

Add on's:

Olive Tapenade, Hummus ...\$7.00

We can customize or special request items upon request and availability. Please note the prices stated above may vary from time to time but, will not change once contracted.

General Event Business Affiliates

Flowers:

Cakes:

Venues:

DJ/ Music:

Wedding Host / M.C.:

Notary / Wedding Officiant:

Caterers:

Photographers:

Event Coordinators / Designers:

Gowns and Suits:

Faux / Costume Jewelry:

Customizable Wedding Gifts / Souvenirs:

Disclosure:

General Event business affiliates are not directly related and / or associated with Hair Designs by Norma. The list of event affiliates is merely a complementary service to our clients of local business that cater to events. You are hereby responsible for contacting, hiring, confirming, paying, and any and all direct dealing with the above disclosed businesses.