



Wedding Information and Bridal Contract

Dear Bride,

Now that everything is pretty well arranged for your wedding day, you're ready to set up your styling appointments and we're ready to assist you. The purpose of this contract and agreement is to confirm the wedding services, the names of those in your wedding party and reserve the date of services rendered by Twin Valley Creations. This agreement must be completed and returned, with your deposit to secure your day and time. Please call me with any questions you may have.

Thank you,

Heather

Policies and Agreement

Securing Appointment Date

Your appointment date and services will be secured when the signed contract and deposit have been received. All bookings for weddings are made on a "first come first serve" basis. No dates will be guaranteed without a signed contract and deposit.

Deposit

All reservations will be reserved and guaranteed with a \$25 per person deposit for services scheduled in salon during regular business hours or \$50 per person deposit for services scheduled off site, holiday weekends or non regular business hours. All deposits are due at the time of scheduling along with the signed contract.

Payment

Deposits can be made with cash, check, visa or master card. The remaining balance is due at the time of service. All prices are subject to change as styling needs change or services are added. Bride assumes the responsibility of payment for services in full for all members of the party. Gratuities of 18% will be added to parties of 5 or more.

Contract/Appointment Changes

All agreements will be made in writing. Wedding date and time, service date, time of arrival in salon, estimated time of completion, name of guests and service description. It can be mailed or emailed. Any additions to the number of guests will require an additional deposit. The bride/individual whom signed the contract is the only that can make changes. Email address is soskinheather@gmail.com

Cancellations

Deposits for reservations cancelled prior to 14 days of the scheduled appointment will be fully

refunded. Any cancellations 7-14 days prior will be issued a 50% refund. And any cancellation up to 7 days beforehand are not subject to a deposit refund.

Late Arrivals/No Shows

Unfortunately, if anyone in the wedding party arrives more than 15 minutes late, we may not be able to perform their service depending on the stylists' following appointment. If the original contract cannot be fulfilled due to the client's tardiness, services may be cut short, if done at all: however, the original amount is still owed. No shows for appointments will still be charged and the bride is responsible for payment of those services. If the wedding party is more than 30 minutes late, the assumption will be that the client is a "no show." This will result in the client forfeiting all deposits and your credit card will be charged 100% of the total services. We apologize for any inconvenience, but we just follow this policy out of respect for our stylists and other clients.

****PLEASE DO NOT** make a schedule of who goes when on the wedding day. This often creates gaps of time where our stylists are sitting around waiting. If you need/want to make an agenda for the day please contact us to help you with the timing. If a stylist is left waiting for anyone in your party to arrive a fee of \$10 will be charged for every 5 minutes.

Bridal Consultation and Practice

We suggest an initial consultation for all brides. It is at the discretion of any other attendant if they would like to schedule a consultation. We recommend doing a trial run 3-4 weeks prior to your wedding day. The practice session will be scheduled for an hour and a half for just a trial of the hair or two hours for a trial of hair and makeup. Trial sessions are held in the salon only. Your will need the following items for your consultation and practice run: -Headpiece

-Picture of your dress

-Pictures of hairstyles you like

-Mascara and lipstick if you are having a makeup trial (Come with a clean moisturized face.)

Bridal Party – Wedding Day

- Please arrive 10 minutes before your scheduled appointment time.
- Wear a button-down shirt or one that can be removed easily.
- DO NOT shampoo your hair the day of the appointment.
- Arrive with clean, DRY hair, parted where you prefer. There will be a \$20 surcharge for each blow dry we need to do on hair we requested to be dry.
- Remember that picture aids are the best way to ensure that you will receive the exact look you want from your stylist. Bring these to your appointment.
- Bring hair accessories. If needed.
- For makeup services bring your mascara and lipstick. Arrive with a clean moisturized face.

Please retain a copy of these policies so you can review them again before your wedding day.

Menu of Services

Bridal Consultation

Hair consultation and trial \$100 (1 1/2 hours)

Makeup consultation and trial \$100 (1 hour)

In Salon Services- During Normal Business Hours (Tuesday-Saturday)

Hair Styling

Bride (Including installation of veil and prepurchased clip in hair extensions) \$150

Attendants \$100-\$125 (Varies based on length of hair)

Makeup

Makeup (Includes the application of lashes) \$125

In Salon Services- Holidays Or Outside Regular Salon Hours (Sunday, Monday or Holiday Weekends)

Hair Styling

Bride (Including installation of veil and prepurchased clip in hair extensions) \$175

Attendants \$125-\$150 (Varies based on length of hair)

Makeup

Makeup (Includes the application of lashes) \$150

On Location Services

Hair Styling

Bride (Including installation of veil and prepurchased clip in hair extensions) \$175

Attendants \$125-\$150 (Varies based on length of hair)

Makeup

Makeup (Includes the application of lashes) \$150

*Please note that when we travel more than 15 miles from the salon there is a \$50 per hour prorated travel fee per stylist.

Please fill out the following sections and return to me. Keep all of the informational paperwork for you to reference. Thank you.

Bridal Information:

Bride's Name: _____

Bride's Mailing Address: _____

Bride's Phone Number: (____) - _____ - _____

Bride's Email Address: _____

Alternate Contact Name: _____

Alternate Contact Phone Number: _____

Wedding Information:

Wedding Date: _____

Wedding Location: _____

Time you would like to begin your services: _____

Time you must leave the salon or have services finished by: _____

Ceremony or Picture start time: _____

Services will be performed in salon _____ or off-site _____.

Signature and Mailing Information

I have read, understand and agree to the terms of this contract. I have shared this contract with my guests and they understand the terms. Reservations for services will be secured once the contract and full deposit have been received. Please mail the completed, signed contract, along with the required deposit to: Twin Valley Creations / PO Box 999/ Wilmington, VT 05363

Print Name: _____ Date _____

Signature: _____ Date _____

Appointment Request Form

	Name	Hair Length	Services Requested (hair and/or makeup)
Bride			
Bride's Mother			
Groom's Mother			
Bridesmaid 1			
Bridesmaid 2			
Bridesmaid 3			
Bridesmaid 4			
Flower Girl			
Other			
Other			

Total Number of Guests During Normal Salon Hours _____ X \$25 = _____

Total Number of Guests During Non-normal hours,
Holidays or On Location _____ X \$50= _____

Total Deposit Due _____

Date Received: _____

Bride's Signature: _____

Credit Card Authorization

Credit Card Type (Circle One): Visa / Mastercard

Name as it appears on card: _____

Credit Card Number: _____

Credit Card Expiration: _____ / _____ CCV on back: _____

Driver's License Number: _____ State Issued: _____

Cardholder's Mailing Address: _____

Cardholder's Signature: _____ Date: _____

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

Twin Valley Creations will keep all of this information strictly confidential. Thank you again, for choosing us for your special day.

By my signature above I authorize Twin Valley Creations to charge my credit card the designated amount of the deposit to secure my appointment.

I understand that my deposit is only fully refundable if I cancel with a 14 day notice and 50% refundable with a 7-13 day notice. If I cancel up to 7 days before my deposit is non-refundable.

