



1118 S. Akard Street, Dallas, Texas 75215 214-428-9696

SPA PARTY AGREEMENT

Thank you for considering Koffee Day Spa for your spa party needs. We are truly over the moon you have selected us for this special day.

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

1. The date and time and approximate number of guests.
2. An initialed and signed copy of our Spa Party Agreement & Cancellation Policy. You can email or text this agreement back. (Please note we are unable to book your spa day until agreement is signed.)
3. Deposit to reserve your day.

Deposit: \$150.00 non-refundable deposit is required. Pending you go forth with the reservation, this deposit amount will be credited towards your party. **NOTE:** Deposits will not be accepted until the agreement is signed and returned.

Final Payments: The remaining balance is to be paid in full 7 days prior to your spa day. Final payments are non-refundable. Upon final payment, a final list of guest names and requested services are required. KDS will only take payment from the host that originated the event. Guests cannot call in payments separately.

Tardiness/No Shows: To allow your party to run smoothly, we ask that you come at your appointed time. Please be mindful that we could be servicing other guests or preparing for your day, so please do not arrive more than 5 minutes before scheduled party. Please note promptness is required to assure services will be completed. We cannot guarantee appointments for late arrivals past 10mins.

If any party is late for event, KDS will offer abbreviated services. Discounts or refunds are not offered for late individuals. _____ (initial)

It is important everyone arrives on time and ready for your services. It is not possible to switch appointment times or services on the day of the services or to accommodate late guests. _____ (initial)

Cancellations: The final payment is due 7 days prior to the spa event. Please note in the event a guest has an emergency, they can have someone to come in their place that is not listed on the party list. Due to our spa parties being private and we have blocked time, we will not be able to offer refunds or rain checks for services. _____ (initial)

Gratuities: A 20% cash gratuity is **REQUIRED** per guest in exact cash. This should be communicated to each guest by the host. _____ (initial)

Guests: Only guests getting services are allowed to attend party due to liability. No children allowed unless they are a part of the party. _____ (initial)

Spa Party Length: Total time of spa party is based upon the estimated time to complete selected services. Once all services have been completed, the spa party is concluded. _____ (initial)

Please let KDS know in advance if you are bringing food so that we can prepare accordingly. Please note, services will continue as scheduled if you have anything special planned during your event. If you need more time, you are welcome to schedule more time at @ \$150 per hour. You must have the time paid in full within 7 days of the party. _____ (initial).

Client Signature: _____

Date: _____