



Thank you for choosing The Velvet Edge for your wedding day. We want your special day to be as fun and seamless as possible. Please be aware that this agreement is a contract that requires a credit card to reserve your wedding day, and this card will remain on file for the duration of your booking. The complete cost of the bridal services will be quoted upon completion of these forms and a \$250 deposit is required to hold the day and times requested.

WEDDING INFORMATION

Bride: _____

Phone: _____ Email: _____

Contact Person (if not Bride): _____ Relation: _____

Contact Person Phone: _____ Email: _____

Wedding Date: _____ Wedding Time: _____ Wedding Location: _____

Getting Ready Location: _____ Time all services to be complete: _____

Other Important Info: _____

SECURING APPOINTMENT DATE

Your appointment date(s) and service(s) are reserved when the signed contract and a \$250 deposit have been received. Deposits are non-refundable and non-transferable. All wedding bookings are made on a "first-come, first-served" basis. No dates will be guaranteed without a signed contract and deposit.

ON-LOCATION SERVICES

Our team is happy to accommodate you at your venue or location. We can provide prep tables, chairs, and prep lighting upon request (to respect space limitations). There is a travel fee of \$194 for up to 15 miles from the salon and \$52 for each additional 15 miles.

IN-SALON SERVICES

You and your bridal party are welcome for bridal services within the salon. We offer the traditional salon space where bridal party members are accommodated individually. The salon will provide limited beverages and snacks. Outside catering is not permitted.

PAYMENTS

Cash or electronic payment is accepted for all remaining balances, due one week (7 days) in advance of the reserved date. Personal checks are not accepted.

CONTRACT AND APPOINTMENT CHANGES

Any changes/additions/removals to guests or wedding party members requesting additional services after the contract is signed must be submitted by way of the contract. Changes will be accepted up to 14 days before the service date. The bride-appointed contact person signing this contract is the only person permitted to authorize, submit, and change any arrangements for the wedding party (no changes may be made by bridal party members). *Please keep in mind that should any party member forgo a prearranged service without adequate notice, (outlined in the cancellation policy) 100% of the charge will apply.

CANCELLATIONS

We require a 30-day advance notice of cancellation. If a reservation is canceled within 30 days or less prior to the wedding day, the credit card on file will be charged 50% of the cost of services. If a cancellation is made with 14 days or less notice, the credit card on file will be charged 100% of the cost of services.

ADDITIONAL STYLISTS

For bridal parties of 5 or more people, and/or when time is limited to less than 4 hours for getting ready, additional stylists may be needed to accommodate your party (space permitting). If so, an additional fee of \$174 per stylist will be added to the overall cost. Additional stylist accommodations can be discussed on a case-by-case basis in advance and outlined in this contract if more than 2 additional stylists are needed.

EARLY START TIMES

Setup for on-location hair and makeup services can be extensive. In the event that your wedding schedule requires us to start hair/makeup earlier than 9:00 AM, an 'Early Start Fee' of \$58 per artist per hour will apply.

HOLIDAYS

Should your wedding fall on any of the holidays listed below, a \$58 charge will apply per artist.

New Year's Day (and observed*)
Memorial Day
Juneteenth
Independence Day (and observed*)
Labor Day
Election Day
Thanksgiving Day
Christmas Eve
Christmas Day (and observed*)
Mother's Day
Father's Day
Black Friday

ACCOMMODATIONS

If your wedding/get-ready location is 75 or more miles from the salon, overnight accommodations are required. I.e. hotel, AirBnb.

Estimate Breakdown

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Estimated Total Cost	\$ _____
Minus Deposit due at signing	\$ <u>-200</u>
Balance Due 7 days before Wedding Date	\$ _____

Acceptance of Agreement

I, _____ agree to all terms outlined in this contract. I consent to have the deposit processed at this time. I agree to pay the remaining balance outlined in the schedule above. I understand all cancellation policies and agree to comply with all outlined cancellation terms. I also understand that my deposit is non-refundable. I understand that I am fully responsible for balances from all members of my party.

Signature _____ Date: _____

Thank you for choosing The Velvet Edge for your bridal services. We look forward to helping you make your wedding day unforgettable!

WEDDING DAY CONSIDERATIONS

- Please make sure all attendants arrive on time and ready for services. Remaining on schedule is essential for a stress-free bride.
- Wear a white/neutral color, zipper or button-down shirt, or a robe to not mess up hair and makeup after services.
- Bring your veil, any hair accessories, or flowers you wish to use.
- Arrive with clean, makeup-free skin.
- Make sure all attendants arrive with dry hair, preferably shampooed the day before. (Keep in mind, a blow dryer is not typically brought to on-location weddings, unless previously discussed with your stylist. A blow dry charge will be added if extra service is needed.)