



## EVENT AGREEMENT

Thank you for choosing Lulu's the Salon & Day Spa, for your special event. In order to confirm all details, please read the documentation regarding the following items:

- Terms and Conditions
- Fees & Charges
- Appointments Schedule
- Special Instructions for your Group
- Credit Card Authorization
- Photography Authorization

In order to confirm service requests, it is important that you understand our policies. We ask that you read and sign this agreement. You may return it in person, sign it electronically, fax, email to [appointments@lulusthesalon.com](mailto:appointments@lulusthesalon.com), or mail it to Lulu's Salon at 5205 Avenue U, Galveston, TX 77551. Upon receipt, we will begin the scheduling process. Lulu's is booked quite far in advance, so it is strongly suggested that all services be finalized early in your planning process.

### TERMS AND CONDITIONS

A **Non-Refundable Deposit** of 50% of total services scheduled is due upon booking appointments. The Non-Refundable Deposit will be applied toward the Total Balance Due. ***Please note that we are unable to book appointments until we have received this signed agreement and deposit.***

A **20% Gratuity** will be charged in addition to any cash gratuity given on the day of services.

Any **Cancellations** or **"No Shows"** on the appointment date will be charged the Full Price of Services scheduled to the credit card on file.

All cancellations must be in writing and sent by e-mail to [appointments@lulusthesalon.com](mailto:appointments@lulusthesalon.com), upon receipt a cancellation confirmation will be sent via email in return.

**Any cancellations made 14 Days or more prior to the event will receive a refund of 50% of the deposit. Any cancellations without a 14-day notice will NOT receive a refund of the deposit.**

Late arrivals for their scheduled service will receive limited service in order to keep the staff on schedule. *The Full Price of Services already scheduled will be charged.*

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INITIAL

**SPECIAL INSTRUCTIONS FOR GROUP**

- Please arrive 15 minutes prior to the scheduled appointment time.
- Please review services requested.
- Guests are welcome to bring their own wine and champagne for minimum indulgence in the Salon.

**CONTACT FOR HOSTESS**

Appointment Date & Time: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

Cell number: \_\_\_\_\_ Other phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
**INITIAL**

**FEES & CHARGES**

Services: \_\_\_\_\_

Non-Refundable Deposit: \*50% to be applied to Final Balance \_\_\_\_\_

20% Gratuity \_\_\_\_\_

Miscellaneous \_\_\_\_\_

\*TOTAL ESTIMATED BALANCE DUE \_\_\_\_\_

I, \_\_\_\_\_, agree to the Terms and Conditions, as well as the Fees & Charges, contained in this Agreement.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Agreed and Acknowledged:

\_\_\_\_\_  
Signature (Lulu's the Salon, Inc.) \_\_\_\_\_ Date \_\_\_\_\_

**CREDIT CARD AUTHORIZATION**

By my signature herein below, I authorize Lulu’s the Salon to charge my credit card the designated amount to secure the appointments on the date and time below. I understand that any deposit placed to secure these appointments is non-refundable.

**PLEASE PRINT**

Credit Card Type: ( ) VISA ( ) MasterCard ( ) American Express ( ) Discover

Name as it appears on Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Credit Card Expiration \_\_\_\_\_ / \_\_\_\_\_

Credit Card Security # \_\_\_\_\_ Authorized Amount \* \_\_\_\_\_

Drivers License Number \_\_\_\_\_

Cardholder’s Signature \_\_\_\_\_

(Please provide a copy of your **Drivers License & Credit Card**)

*Lulu’s the Salon will keep all information strictly confidential. Thank you for choosing us for your special day. We look forward to serving you! \*Authorized Amount subject to change as additional services are added.*

**APPOINTMENTS SCHEDULE**

***Lulu’s representative will assign times, depending on the scope of service, and the schedule will be sent to the Contact for Hostess.*** Please complete the following:

<b><u>NAME</u></b>	<b><u>SERVICES</u></b>				
_____	Hair _____	Makeup _____	Pedi _____	Mani _____	Body _____
_____	Hair _____	Makeup _____	Pedi _____	Mani _____	Body _____
_____	Hair _____	Makeup _____	Pedi _____	Mani _____	Body _____
_____	Hair _____	Makeup _____	Pedi _____	Mani _____	Body _____
_____	Hair _____	Makeup _____	Pedi _____	Mani _____	Body _____
_____	Hair _____	Makeup _____	Pedi _____	Mani _____	Body _____
_____	Hair _____	Makeup _____	Pedi _____	Mani _____	Body _____
_____	Hair _____	Makeup _____	Pedi _____	Mani _____	Body _____

\_\_\_\_\_  
**INITIAL**

**MAY WE TAKE YOUR PHOTOGRAPH?**

We would appreciate the opportunity to capture your *Special Day at the Salon*. With your permission, we will share your photograph on *Lulu's the Salon's* Facebook page.

I agree to allow *Lulu's the Salon & Day Spa* to share my *Special Day at the Salon* photographs on their Facebook pages.

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Signature

Date

**“Like and Follow” us on Facebook and Instagram at “@lulusthesalon.”  
To share your special experience, please tag Lulu’s in photographs from your event.**

#lulusthesalon

#lulusthesalongalveston

#lulusthesalonspa

#galvestonspaday