

Bridal Booking Agreement

Bride's Name: _____ Email: _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Cell : _____ Occupation: _____

Groom's Name: _____ Email: _____

Wedding Details...

Date of Wedding: _____ Wedding Start Time: _____ Location: _____

Bridal Preview Session (Date/Time): _____ Lead Stylist: _____

Date Pd _____ Amt _____ Cash/Check/Credit _____ Service(s) Completed: _____

Will hair and makeup services for bridal party be completed at location above? Yes No

If not, where will the services be completed? _____

Coordinator's Name/Contact #: _____

Photographer's Name/Contact #: _____

Permission to use photos: Yes No

Would you like to be a part of our Facebook family? Yes No

Bride and Wedding Party—Hair and Makeup Styling Timeline...

NAME	RELATION	MAKEUP APPT	HAIR APPT	BALANCE DUE

HAIR AND MAKEUP TOTAL: \$ _____ PARKING/VALET CHARGES: _____ ADDITIONAL CHARGES: _____

25% payment in the amount of _____ is due on/or before _____. (Pd _____ Amt _____ Cash Check Credit)

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Visa/MC #: _____ Exp. Date: _____ CVC#: _____ Zip Code: _____

Special Instructions...

The following space is provided for you and/or your stylist to share any other information you feel will be helpful for us to know about you/your wedding day: _____

Contract Terms...

- ✓ **A non-refundable deposit is required at your Initial Complimentary Consultation in order to hold your wedding date and time.** This fee will be applied to your Bridal Preview Session.

Hair _____ Makeup _____ Hair & Makeup _____ Deposit Due \$ _____

- ✓ **If any portion of your services and/or the entire Bridal Preview Session is cancelled less than 48 hours prior to scheduled appointment, your deposit will not be refunded and your wedding date and time will be released.**
- ✓ **25% of the services booked and a signed Bridal Booking Agreement are due no later than 4 months prior to your wedding date. Additional 25% of the services booked are due no later than 2 months prior to your wedding date.** Payment may be made in the form of personal/cashier's check (made out to TwoToneUmbrella), cash, Visa/ MasterCard. **Balance is due 30 days prior to your wedding date*** (check, cash, or Visa/MasterCard). No personal checks are accepted for out-of-state wedding parties—cash or Visa/MasterCard only. There is a 3% transaction fee on credit card transactions if the card is not physically available at time of payment. There is a \$45.00 charge for any returned checks.

If payments and balance due are not received on/or before the dates listed on previous page your wedding date and time will be released.

*** 100% of the services are due at time of booking if wedding is booked within 60 days of your wedding date.**

- ✓ If agreement is cancelled in writing within 72 hours of Bridal Booking Agreement signing, the initial payment (excluding non-refundable deposit) will be refunded to you. **Should you cancel after the 72-hour period no monies will be refunded or transferred. Cancellation period does not apply to balance due and/or any additional services added at later date which are non-refundable and non-transferrable.**
- ✓ Services contracted, associated costs, and balance due will be confirmed in writing at Bridal Preview Session.
- ✓ You may add services if time allows. If you call to add services, it will be considered a verbal contract with the same terms and conditions as your written contract with the exception of a cancellation period of which there is none.
- ✓ ALL contracted work must go through TwoToneUmbrella.
- ✓ All terms of contract apply if wedding is postponed or cancelled for any reason.
- ✓ Location and timing changes are permitted pending our availability. If we are unable to accommodate any change to a contract, the original contract details will be enforced.
- ✓ Any cancellation of services made the day of the wedding is not refundable.
- ✓ Any skin condition and/or skin allergies should be reported by the client to the makeup artist prior to application.
- ✓ Client(s) agree to release the makeup artist(s), and all TwoToneUmbrella employees and agents from liability for any skin complications due to allergic reactions.
- ✓ If we are unable to finish your wedding party due to the client being late and/or not ready for services at the start time listed on contract, payment for such services is still due in full, whether or not such services were rendered.
- ✓ TwoToneUmbrella and its staff reserve the right to refuse a request by a member of the wedding party for a specific hair style if they feel as though it would jeopardize finishing the entire bridal party on time.
- ✓ All gratuities should be in the form of cash or check (made out to TwoToneUmbrella) and given to the Lead Stylist at your wedding. Gratuities will be distributed evenly among the hair and makeup staff on-site that day.
- ✓ Bride is responsible for all valet/parking charges incurred by TwoToneUmbrella and/or its representatives.

I, _____, have read and understand all terms and conditions of this agreement, and I have supplied TwoToneUmbrella and/or its representative all of the correct and required information.

Client Signature

Date

TwoToneUmbrella Representative

Date