



## Bridal Contract

Thank you for choosing Zoi'A Spa & Salon to help make your  
Wedding Day Dreams a Beautiful Reality!

We understand how important this day is to you and we'll do everything we can to help make this day about happiness and celebration!

A wonderful event is in the details, the following information helps us prepare for you and your bridal party. Please complete & return this bridal contract promptly. Once we receive your completed contract a Bridal Consultant can get your date confirmed. If you've already requested a HOLD on your wedding date we will hold it for 7 days without a completed contract including valid credit card.

*Yours In Style & Relaxation,*  
~ Zoi'A Bridal Team

You can return your contract in person, mail or email.  
(Please include your first/last name & wedding date in subject line of email).

**Mailing Address:**  
2900 Deerfield Dr #192  
Attn: Bridal  
Janesville, WI

**Email Address:**  
zoiabridal@gmail.com

**Contact By Phone**  
608.554.3101



# All About You

Brides Name: \_\_\_\_\_ Grooms Name : \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Can we send a text to this #? Y / N

Who is an alternate contact person or Wedding Planner that we can leave a message with in the event we can not reach you?

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

## Tell Us About Your Day!

**Wedding Date:** \_\_\_\_\_ **Venue:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*For On Site Services We Require  
An Additional At Venue Addendum.  
Additional Fees Apply.

**Requested location for services provided:** \_\_\_\_ **At Zoi'A Spa & Salon** \_\_\_\_ **At Venue Site\*\***

What time will you need to leave Zoi'A Spa & Salon? \_\_\_\_\_

Photography or Ceremony Start Time: \_\_\_\_\_

**Bridal Trials are required and are regular price. We suggest you book your trial 2 weeks prior to the wedding date, ideally the same day as your final dress fitting so you can see the full look.**

Requested Service Providers for Bride: \_\_\_\_\_

Requested Date For Trial Services \_\_\_\_\_

## Deposit & Payment Agreement

**A non-refundable deposit of 50% of all services (Bride + Bridal Crew listed above) is due 6 weeks prior to wedding date. The remaining 50%, along with any changes or additions, will be charged to the credit card on file 7 business days prior to the wedding date.**

**\*In the event another Bride should request the same date before your deposits are paid we will contact you and request the 50% deposit within 48hrs. If we do not hear from you within 48hrs we reserve the right to release those dates to another Bridal Party.**

You have the following option to immediately secure your appointments if this situation should arise and we are unable to reach you by phone or email.

OPTIONAL: Zoi'A Spa & Salon has my permission to immediately secure my wedding day reservations by charging the 50% deposit of all booked services for Bride & Bridal Party in the event another Bride is requesting my date and I can not be reached for payment. An email will be sent notifying you in writing of your charges for the deposit. *Initial Here If You Agree To Immediate Deposit :* \_\_\_\_\_

Any cancellations made less than 1 week before the wedding date will be charged at full service price to the credit card on file.

# Who's Joining The Party?

THE PARTY: FIRST/LAST NAME	PHONE:	HAIR VISION / INSPIRATION: SEE PHOTOS BELOW	MAKEUP: LASHES ARE OPTIONAL BUT INCLUDED IN THE PRICE	
			Check For Makeup!	Check For Lashes!
Bride				
MOB:				
MOG:				

*Just the beginning...*

Your look will be 100% unique based on your vision and your hair.

To give our team an idea of what you and your bridal party like or want, please use these photos as a guide when selecting the hair goal. Many brides select 1 or 2 styles and ask that our team keeps the entire party looking similar. The more info we have the easier it is to make your vision a reality.

## Hair Vision / Inspiration:



Half Up



Curls Only



Romantic  
Chignon



Braided Style



# The Fine Print

## Please Read & Initial The Following Statements:

\_\_\_ **CHANGES** - To make changes to this agreement please contact us at 608-554-3101. Please do not leave answering machine messages requesting changes to your Bridal Party Contract. No changes will be made via voice mail message. You can leave a message for your Bridal Consultant to contact you or the person you assign on page 2 of this contract. Our Front Desk Staff will NOT make changes to your contract. Additional Reservations made within 6 weeks of wedding must be secured with credit card at the time of booking.

\_\_\_ **CHILDREN** - Your wedding party may not be the only guests we have in the salon that day so we ask for your cooperation with our "Children By Appointment Only". If you have little ones in your Bridal Party we are happy to accommodate, but we kindly ask that if your services take more than 1 hour please have a responsible person here to sit with them in our waiting area, not on the styling floor or other areas of the salon or spa.

\_\_\_ **LATE ARRIVALS** - Please understand that if a wedding party is late we may not be able to accommodate the new arrival time. If the scope of the original contract can't be fulfilled due to a late arrival from your group, services may be reduced in time. Guests are still responsible for the original service amount if they are late and the service is shortened. If your party is more than 60 mins late without making any contact with us we will consider your party a NO SHOW and immediately charge ALL services to the credit card on file.

\_\_\_ **LAST MINUTE ADDITIONS** - May not be possible after your contract is submitted. If a request for additional wedding day appointments is made, we will do our best to accommodate but please understand, we will not move or cancel other salon guests to fit another person into your party.


\_\_\_ **DEPOSIT** - You understand that in order to hold your appointments we require a Credit Card on file and a 50% deposit of ALL services for you & your group 6 weeks prior to wedding day. By signing this contract you give Zoi'A permission to use the credit card on file for this 50% deposit. **\*One deposit transaction will be made for all services reserved.** If for some reason we have not been able to successfully charge the credit card on file we will attempt to reach you at the contact info you have provided. Please be sure to contact us if your phone/email address has changed as we will not hold your reservations without this initial deposit.

\_\_\_ **BALANCE DUE** - The balance due for all services done on your wedding day is payable a minimum of 7 days prior to wedding day. We will charge the credit card on file for the balance of all services + \_\_\_\_% gratuity in one payment.

\_\_\_ **FINAL CHECKOUT** - If anyone in your party adds services or products the day of the wedding, you understand the credit card on file will be charged for any outstanding balances left by anyone in your party on the day of the wedding.

\_\_\_ **AT VENUE** - I understand that if I am requesting on site services (at your venue) I must fill out the "ON SITE ADDENDUM" and return with this contract. \_\_\_ Check here if you are requesting 'at venue services'.

\_\_\_ **PAYMENT** - I agree to provide my credit card information to secure date & make deposit- **THIS IS REQUIRED TO HOLD THE DATE.** I will call my Bridal Consultant to relay this info over the phone, or in person at a bridal planning appointment.



# At Venue Bridal Addendum

This addendum confirms that \_\_\_\_\_ (Bride) understands the following policies for our Service Providers to travel to accommodate your Bridal Services at \_\_\_\_\_ (venue name & address).

Please initial all of the following statements:

\_\_\_\_ All Services Reserved In This Contract MUST be **paid in full 7 days prior** to the wedding date.

\_\_\_\_ I understand that additional services requested at the venue will be billed to the credit card on file and done only if time permits.

\_\_\_\_ I understand all on site hair and makeup services are an additional **30% over salon list price**.

\_\_\_\_ I understand the number of Service Providers that we provide on site is based on the number of people receiving services & type of services. **If I require additional service providers there is a minimum charge of \$429 per additional Service Provider.**

\_\_\_\_ I understand there is no travel fee within 10 miles from Zoi'A Spa & Salon. Outside that 10 mile radius, there is a travel charge of **\$0.50 per mile roundtrip**. If the required drive time exceeds 2 hours, there is an accommodations fee (varies based on the current hotel rate).

\_\_\_\_ I understand a **16% gratuity** will be added to all on site bridal service and charged 7 days prior to wedding date.

\_\_\_\_ I understand that reserving the wedding date does not lock in current service prices. Service rates will be locked in upon taking the first deposit 6 weeks prior to my wedding date.

\_\_\_\_ I understand that the Zoi'A Bridal Team is not responsible for any allergies, reactions from products used. I will inform my service provider of any allergies prior to receiving services.

\_\_\_\_ I understand that it is my responsibility to check that there is adequate electrical outlets for stylists tools (min of 4 outlets needed).

\_\_\_\_ I understand that Zoi'A Spa & Salon is not held responsible for damages to the Bridal room, a photo will be taken upon arrival and departure.

\_\_\_\_ I understand that our Bridal Team is contracted to start at a specific time, \_\_\_\_\_ am/pm if you are more than 45 mins late for that start time our team may not be able to accommodate all of your party.

\_\_\_\_ I understand that we can **NOT allow any person (regardless of licensure)** use our service providers equipment or products. **This includes HOT TOOLS, COMBS, CLIPS, HAIR PRODUCT & MAKEUP.**

I understand and agree to all of the statements above.

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