



Zoi'A
SPA & SALON

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 message to this #? _____

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: _____ **Location:** _____

Location for service provided by Zoi'A Spa & Salon:

_____ **At Zoi'A Spa & Salon**

_____ **At Venue Site****

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

Ceremony or Picture Start Time _____ **Time You Need To Leave Zoi'A** _____

Do you have a 'Vision' for you & your and attendants finished looks?

Natural Beauty _____ Soft Glamour _____ Full Glamour _____

Would you like our team to keep all of the looks similar if possible? Hair & Makeup? _____

The Brides Services

Stylist Requested For Bride _____

Requested Date For Trial Updo (& MakeUp) _____

Check All Brides Services:

Hair (Updo) _____ Hair Extensions: _____ Clip In Hair Pieces _____ Makeup _____ Nails _____

Lash Extensions: _____ Lash Lift & Tint _____ Skincare (weeks prior) _____

Waxing (weeks prior) _____ Massage _____

Are you planning to do a trial for Hair _____ Makeup _____ Not planning on trial services _____

*Trial services are REQUIRED for 'at venue' services.

We strongly recommended the trials are done the same day as final dress fitting.

Who's Joining The Party?

"The Bridal Crew"	Name/ Phone /Email	Service (Updo, Braid, Blowout)	Makeup Y/N	Hair Length & Texture: (thick, thin, curly)	Special Notes or Requests	Zoi'A Bridal Consultant Notes:
The Bride						
Bride's Mother						
Mother In Law						
Bridesmaid						
Bridesmaid						
Bridesmaid						
Bridesmaid						
Bridesmaid						
Flower Girl						
Other						
Other						
Other						

-A non-refundable deposit of 50% of all services (Bride + Bridal Crew listed above) is due within 6 weeks*of 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 appointments by charging the 50% deposit of all booked services for Bride & Bridal Crew (listed above). An email will be sent notifying you in writing of your charges for deposit. If you are to immediate deposit please *Initial Here* : _____

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

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 the first page of this contract. Our Front Desk Staff will NOT make changes to your contract. Additional Appointments 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 clients 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 liable 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, 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. Your Bridal Party may not be the only guests in the salon that day and we must be mindful of those clients scheduled after your Bridal Party.

___ **DEPOSIT** - (FOR SERVICES DONE AT Zoi'A Spa & Salon) 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.** As a courtesy, your Bridal Consultant will reach out to you 7-14 days prior to due date. If your attendants are paying for their own services, we suggest using a Venmo type cash app to collect payments from them. If for some reason we have not been able to successfully charge the credit card listed below 6 weeks prior, this will result in the appointments being canceled or deposit charged to card. (Initial your choice below)

(Initial One): _____ CHARGE FULL DEPOSIT AMOUNT _____ CANCEL ALL APPOINTMENTS

___ **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'.

___ **FINAL CHECKOUT** - You understand the credit card on file will be charged for any outstanding balances left by the Bride or Attendants on the day of the wedding for Services or Products.

Credit Card Information To Secure Date & Deposit- **THIS IS REQUIRED TO HOLD THE DATE:**

You can call your Bridal Consultant & we can take this info over the phone if you prefer.

Credit Card # _____

Name As It Appears On Card _____

Expiration Date _____ CVC# _____

Billing Address/Zip _____

Signature _____

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 there is a travel charge of **\$0.50 per mile roundtrip**, per service provider with a minimum charge of \$20 total.

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

____ I understand I will be given a quote for all of your services 14 days prior and if you have any questions at that time you can discuss with your Bridal Consultant.

____ I understand the number of Service Providers that we provide is based on the number of people receiving services & type of services. (See Bridal Packages)

____ I understand that the Zoi'A Bridal Team is not responsible for any allergies, reactions from products used.

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

____ 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 _____ if you are more than 45 mins late for that start time our team may not be able to accomodate 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 _____

Bridal Consultant notes for day of Service Providers. Please photo copy & leave one copy in bridal files.