



Event details

Date: _____

Parents/Guardian Name _____

Guest of Honor _____

Address _____

Email _____ Phone/Text # _____

Party theme chosen _____

Age child will be celebrating _____

Add on items chosen:

Candy Bar Any requested details: _____
Cotton Candy cupcakes Any requested details: _____

Added services or products:

_____	Price / unit _____	No. of units _____
_____	Price / unit _____	No. of units _____
_____	Price / unit _____	No. of units _____

Personalized party details requested: _____

Date of Event _____
Time of Event _____ Additional time requested _____

Quote sent (date) _____ Approved _____

Total due: _____
Deposit Paid: _____ Date Paid _____
Balance due: _____ Date Paid _____



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Please list the names of guests below: (use separate page if needed)

Name:	Age:	Allergies:	Contact Information:

Disclaimer:

Spa Party Treatments will begin promptly at the time indicated above. Please advise all guests that the party will begin promptly at the scheduled time. All activities are carefully planned and any child that arrives late may join the activity which is currently taking place. This is necessary to insure the least amount of disruption to the party. Understanding this policy is appreciated.

A party is not booked until a deposit is given to the Spa Manager or Owner. Once you have paid the deposit, your party is officially booked! Please print out the provided contract, read it, sign it, and email the contract to us before/prior to the date of the party. We also carry extra contracts with us in case you were not able to print it out, so please feel free to contact us and request to have it mailed to you or make arrangements to pick up at the spa at your convenience prior to the scheduled date of the party.

Please read the FAQ's / Policies page carefully available on our website.

\$35.00 fee for any returned check.

Remaining balance can be paid by cheque, credit card, electronic transfer to cmattina@sugarspicekidsspa.com or cash (as long as it is exact change as we cannot guarantee having money on hand to provide back the difference)

We appreciate that the remaining balance be paid on the day of the event before the beginning of the event or before party date.



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Due to allergies we appreciate it if guests and hostess please refrain from having any animals in the area we are hosting the events.

****Please call five (5) days prior to the event date to confirm number of guests attending**** or we will have to use the headcount you have provided us already when we arranged the party date.

Party Contract:

Security Deposit & Gratuity:

We request the greater of \$100.00 deposit or 25% of quoted and approved event balance to hold your date and begin preparations for your party. Deposit may be paid by check, money order or electronic transfer to cmattina@sugarspicekidsspa.com.

As specified there will be a \$35.00 fee for any returned check.

The deposit payment will be subtracted from your party total and the balance will be disclosed to you five (5) days before your event date as a reminder of the details of your event and if any changes should be requested that would be the time to do so.

Deposit is non-refundable but may be transferred to another date if approved by the Spa Owner or Spa Manager.

All packages are for 2 hours long (unless otherwise stated).

Customers will be allowed to cancel and re-book only once within 6 months of original book date. If you book a party within five (5) days prior of the party date.

Day of Party:

We request you and your guests arrive no earlier than 10 mins before the party is scheduled in order to get everyone settled and we may start the festivities promptly.

Reservations:

Parties may be scheduled up to 6-12 weeks but no later than five (5) days in advance of your desired party date. We book very quickly!! Please note your deposit confirms and secures your party reservation. The balance is due the day of your event upon arrival to our staff.

Cancellations, Rescheduling & Refunds:

We strive our best to work with you when rescheduling occurs', however, it is based on availability. We must receive one week notice to reschedule your party. If you need to cancel your party for any reason we cannot refund your deposit, as we begin preparations for your party immediately upon booking your slot. We will gladly try to accommodate you to reschedule your party within 90 days from original party date.



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However, if a later date further to the 90 day rule is requested it would need to be approved by the Spa Owner.

We do not offer refunds or credits for guests who do not show up on the day of the party. Your deposit will be applied towards the cost of the new scheduled party which must be held within 90 days of your original party date. If you choose to cancel your party for whatever reason, a refund will not be issued.

We will gladly work with you on choosing an alternative date based on availability within 90 days of the original party. In cases of bad weather, serious illness or other unforeseen emergencies, Sugar & Spice Kids Spa & Party Inc. reserves the right to reschedule your party.

RSVP Confirmation:

You will need to confirm your final guest count with Sugar & Spice Kids Spa & Party Inc. five (5) days prior the party date. This will be the confirmation number Sugar & Spice Kids Spa & Party Inc. will use to plan your party, and you will be charged accordingly. Once you have given a final head count by the fifth (5th) day prior to your booked party, you can only add additional children if needed to. You cannot delete any guests from the final head count you give five (5) days prior, because our staff prepares everything for the number you have already given. If you do not contact us five (5) days prior, then we will have to go by the headcount that you provided us with when you booked the party.

Guest Attendance:

Some guests may not show up even if they RSVP. Please remember you will be charged for the final guest count you confirmed prior to the party, regardless if a child does not show up, because we use this head count to make preparations for your event.

We understand that sometimes you have more guests than you expected because not everyone does a good job of responding to your RSVP's.

We typically suggest a maximum of 12 guests at an added cost of \$30 per additional guest over and above the 8 guests included in any event package.

Parties with 12 girls or more may require additional staff to accommodate the extra guests, and services in order to keep within the scheduled event time frame; so an additional \$55 will be charged to you if you end up having more guests than you expected at your event. So if you end up having 12 or more guests without confirming the number of guests five (5) days prior to your party then you will be charged the extra \$55.00 since it requires more time from our staff.



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Siblings of Guests:

Our party package covers the Birthday Guest of Honour and her guests. We prepare our parties based on the final headcount provided to us five (5) days prior to the event. In the event that additional children show up and/or are invited to the party without our knowledge, additional fees will be incurred per child at a rate of \$30 per additional guest. Unfortunately if this happens then we cannot confirm that if you ordered food or dessert through us that there will be enough for an unannounced guests.

Liability:

Sugar & Spice Kids Spa & Party Inc., its owners, affiliates, and employees assume no responsibility or liability for accidents that may occur while on our premise. We assume no responsibility for allergies relating to food items, clothing, make-up, injuries to party guests, or property damage that occur before, during or after the event. As professionals, we can assure you we will provide a safe environment for you and your guests and will treat you and your guests and any of their belongings with great quality, care and respect. As we expect from our guests as well.

All liability will lie strictly with the client for any losses or damages. You must inform each parent that we may be using yoghurt, oatmeal, honey, various fresh fruits and vegetables, oils and other skin products during your spa experience. You are responsible for making sure that each child has permission from the parent to use all of our products. If there is a child that must not come in contact with any of our products, makeup, nail polish, etc., you the parent are responsible in letting us know and are responsible in making sure that the child does not come in contact with the products. Please note that all service(s) performed are for entertainment purposes only. We will absolutely try to accommodate any allergies with advance notice as we do strive to make this experience as pleasant and memorable for all of our guests.

Damage:

We understand accidents happen. However, the client will be held responsible for excessive damage sustained to costumes, and any property of Sugar & Spice Kids Spa & Party Inc. should an incident arise that is not within the scope of the event and spa etiquette.

Food:

It is the responsibility of you and the parents of your guests to inform us a minimum of five (5) days prior to the event of any allergies. We use various ingredients in our home made spa treatments that include various food groups and oils.

If you should request that Sugar & Spice Kids Spa & Party Inc. include any of your add on dessert/candy bar options for your guests we cannot guarantee the absence of cross





contamination with any food items from third parties. Sugar & Spice Kids Spa & Party Inc, its owners, employees and affiliates will not assume any liability for adverse reactions to foods consumed. Clients are responsible for notifying Sugar & Spice Kids Spa & Party Inc. of any other dietary restrictions prior to placing an order.

In order for you and your guests to enjoy the event we will strive to do our best to accommodate any allergies and will inform you if we feel we cannot.

Photos/Video:

We always encourage parents to take as many photos and recorded videos as possible. All our photos or video taken by our Company are the sole ownership of Sugar & Spice Kids Spa & Party Inc. and we may use them for promotional purposes on our website, print ads or publications. We always respect our client's privacy and for this reason, your personal information will not be disclosed to third-parties. Please advise if you or any of our guests are strictly against Sugar & Spice Kids Spa & Party Inc. taking video or photos for promotional purposes.

Supervision:

It is the responsibility of the client, guest and/or guests' parents or guardians to supervise all children and activities relating to the event. We ask that there be a minimum of one adult supervision at all times during the party to attend possible special needs or any misbehavior of any child.

We ask that you keep the adult noise level to a minimum so the children do not get distracted. This allows children to hear the instruction of the party hostess.

We are here to ensure that your experience is a memorable one. We do request that if the children are not behaving parents step in to control the situation. We will strive to keep your party under control as this is our specialty!

Company Policies:

At any time that you the client does not abide by our company's waiver, terms and agreements, we will no longer offer nor provide our services to you, all monies paid will result as a loss due to your actions, and/or the actions of your guest, and you will not be refunded. If your or your guest are found to be at fault for any damages and/or injuries to any Sugar & Spice Kids Spa & Party Inc. properties and employees, will be held financially reliable.





Services are not performed by licensed cosmetologist or estheticians, and are for Entertainment Purposes only.

We thank you for choosing Sugar & Spice Kids Spa & Party Inc., for your Special Day!
We look forward to serving you today and for many more special events for years to come!

Parent/Guardian Name _____

Signature _____

Date _____



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