Please complete all applicable fields. Check N/A where a field does not apply. This agreement covers spa services, in-spa parties, events and at-home bookings.

1 Booking details

Booking type (select one): ☐ Individual spa service ☐ In-spa party ☐ Event / camp ☐ At-home party ☐ TeePee party

Requested service / package _____

Event / appointment date: _____ Start time: _____ End time: _____

Number of guests: _____ ☐ N/A Party theme / special requests: _____ ☐ N/A

2 Parent / guardian and child information

Parent / guardian full name _____

Email address _____ Phone Number_____

Child name(s) _____ ☐ N/A

Child age(s): _____ ☐ N/A Additional participating children / ages: _____ ☐ N/A

At-home event address (including postal code) _____ ☐ N/A

Emergency contact name: _____ Emergency phone: _____

3 Health, allergies and accommodations

Known allergies or sensitivities: ☐ None known ☐ Details below ☐ N/A

Details (including food, skincare, latex or other relevant allergies): _____

_____

Other accessibility, medical or participation considerations we should know: _____ ☐ N/A

Parent / guardian will advise staff of relevant changes before the booking. Staff may contact the parent / guardian about any concerns; services may be adjusted for safety.

4 Booking deposit and cancellation terms

A deposit equal to 50% of the total booking price is required to secure a reservation. A booking is not confirmed until the deposit is received and accepted. The deposit is credited toward the booking total when the service or event proceeds.

Individual spa services require at least 48 hours' written notice to cancel or reschedule. In-spa parties, events, camps and at-home parties (including TeePee parties) require at least seven calendar days' written notice.

For cancellations, rescheduling requests or no-shows without the applicable notice, the 50% booking deposit is non-refundable and non-transferable, except where management approves an exception in writing. A new booking requires a new deposit unless otherwise approved.

Where sufficient notice is given, a deposit may be transferred once to an available date within 90 days of the original booking, subject to written management confirmation; otherwise, deposits are non-refundable. Illness does not automatically waive notice requirements, but management may consider reasonable exceptions with medical approved doctors note.

Full policy available online: https://sugarspicekidsspa.com/spa-etiquette-and-cancellations/

5 At-home / TeePee equipment terms (check N/A if not applicable)

☐ Applicable ☐ N/A

The booking customer agrees to safeguard reusable equipment and supplies, permit agreed pickup/collection, and return items in substantially the same condition, allowing for normal wear and tear. Reasonable documented repair, extra cleaning or replacement costs may be charged for damaged, missing or unreturned items.

A separate refundable equipment security deposit may be required only where its amount and refund conditions are disclosed and agreed before booking. Deductions will be itemized after inspection, with the remaining amount returned within the agreed timeframe.

Equipment security deposit (if applicable): $_____ ☐ N/A Agreed refund timeframe: 12Hrs ☐ N/A

6 Photography and media consent

Sugar & Spice may take photographs or short videos during services and events. Please select ONE option below. Declining promotional consent does not affect your booking.

☐ YES — I authorize photographs/videos featuring my child to be used by Sugar & Spice for website, social media and promotional materials without compensation. I understand online content may be shared by others.

☐ NO — I do not authorize identifiable photographs/videos of my child for promotional use. Please inform staff on arrival. Operational photos solely for service records or damage documentation, if needed, are handled separately.

Photo consent may be withdrawn for future use by contacting the business, although previously published or shared material may not be fully retrievable.

7 Parent / guardian acknowledgements and signature

☐ I have read and agree to the booking policy, 50% deposit, cancellation and rescheduling terms above and the linked cancellation policy.

☐ I confirm that I am the parent/legal guardian or am authorized to sign for the participating child and booked service or event, and the information provided is accurate to the best of my knowledge.

☐ I understand that at-home equipment responsibilities apply only if selected as applicable above.

Parent / guardian signature: _____

Parent / guardian name printed: _____ Date: _____

For office use: Booking total $_____ Deposit received $_____ Date received _____

Balance due $_____ Booking reference (if applicable) _____ Staff initials _____