

# ARROW

BEAUTY. BROWS. BARBER.

## Booking Details:

- All weddings require a signed "Wedding Contract" and a 25% deposit based on the total of hair and makeup services. This is non refundable. Wedding dates are not booked unless BOTH are complete. The full contract amount is due a week prior to the wedding date. Any additional fees are due the day of the event.
- The final headcount for your bridal party is required 90 days from the date of your wedding. Bride will be responsible for payment of any person canceling.
- Travel Fee is \$50 per stylist for 30 mins of travel. Example: 60 mins of travel = \$100 per stylist. If stylists are traveling over 60 miles, you are required to provide an appropriate hotel room within 10 miles of the wedding site.
- Assistant Fee is \$300 per assistant present for preparation on your wedding day. We will have 1-3 assistants on-site depending on the size of your bridal party.
- Clean dry hair is required (may be washed the day before) No flat iron please (unless otherwise decided by stylist).

## Bridal Party Minimums:

- We require a minimum of 5 people or \$2000.00 per bridal party for combined hair & makeup services.
  - This includes the bride, plus up to 4 bridesmaids all receiving hair & makeup (Example: If you only have a Bride plus 3 bridesmaids you're subject to the minimum dollar amount.)
  - This amount does not include a bridal trial.
- We require \$550.00 for each additional combined service - hair & makeup.
  - This is for any additional service outside of the bridal party and/or additional bridesmaids if you have more than 4.
  - (Example: mom, mother in law, grandma etc.)

## Bridal Hair Concepts Trial:

- The Bridal Hair concept trial and practice is a fee of \$150 for 90 minutes.
- Each additional 30 minutes is \$50.
- A complete trial “Redo” is \$200 for 2 hours.
- This is scheduled 3-6 months prior to your wedding.

## Men’s Grooming

- \$75 per clean up. Includes a hair clean up around the edges, facial clean up around the edges with clippers, neck clean up with oil and straight razor. (No full face shave).

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## Wedding Contract

Your wedding day is one of the most important days in your life and we thrive on making your experience an event to cherish and remember forever. We thank you for your interest in The Arrow Beauty Experience for your wedding. Please carefully review this contract. To secure your wedding date, complete and sign this contract, submitting it together with a non-refundable deposit of 25% of the services you've selected.

This contract is prepared for: \_\_\_\_\_

Contract date: \_\_\_\_\_

## **POLICIES**

**BOOKINGS:** A credit card is required to reserve your date, together with this signed bridal contract and a 25% deposit. This deposit is non-refundable and non-transferable if within 60 days. This deposit will be put toward your total wedding day balance. The remaining balance is to be paid 2 weeks before services are to be completed. Any additional charges and a 20% gratuity will be collected on the day of the event.

**CONSULTATIONS:** A bridal consultation is complimentary prior to the acceptance of this contract. Additional consultations are available to bridal party members and family members for additional charges.

**BRIDAL HAIR CONCEPTS TRIAL:** Your first in-person consultation with your Arrow Beauty Booking Coordinator will be scheduled 3-6 months prior to your wedding. Together, we would like to look at any visual aids (Pinterest is suggested) of what you have in mind for your Bridal Look and Bridal Party Looks. The Bridal Hair concept trial and practice is a fee of \$150 for 90 minutes. Each additional 30 minutes is \$50. A complete trial “Redo” is \$200 for 2 hours.

**INFORMATION WE NEED TO KNOW FOR THIS CONSULTATION:** By this appointment, we will need to know exactly how many services are requested for the day of your wedding. We will also need to know the location of where you are getting ready, an approximate time of when you need to be ready and when you would like to start getting ready on your wedding day. During the next 30 days, your Arrow Beauty team will put into place any changes to services requested or timing. This may result in additional fees charged.

**BRIDAL PREVIEW:** Following your consultation, we can reserve your time for your Bridal Preview. Bridal Previews are suggested to be scheduled 2-4 months prior to your wedding. Bridal Previews are scheduled during normal business hours at our salon in Downtown Englewood, 3427 S. Broadway Englewood CO. 80113.

During this appointment, your lead artist(s) will offer up to 3 “buildable” hairstyles. This is a time for you and your stylist(s) to try different products and styles to find what will work best on the day of your wedding. Your artist(s) will take photos to show you for reference. We will send you photos via text message or email within 7 days.

**PREPARATION FOR SERVICES:** Please make sure all bridal party members who are receiving styling services (such as curls, ½ up, ½ down, or all up) do NOT shampoo their hair the day of their appointment. We recommend that hair be shampooed the evening prior, and they arrive with dry hair the following day. Please do not apply any hair products. Please make sure all members of the party wear button down shirts.

**SCHEDULING:** Scheduling is incredibly important on your wedding day. Our team will work closely with your photographers and wedding coordinators to make sure we complete our services at the time they need to start. Running on time is essential to the flow of the day for your wedding and helps maintain a stress-free environment for all. If services are started late, our artists will do their best to accommodate but we cannot guarantee completed services. In these instances, additional charges will accrue. For every 30 minutes we start late outside of the delegated time due to your party arriving late, a \$50 charge will be applied.

**TIMING/DELAYS:** Arrow Beauty works as a team therefore your bridal party needs to all arrive at the same time. Our team is trained to triage your guests based on what their needs are and what their natural hair is like. We work best when we can see the whole bridal party together and place guests where they need to be first or last. For large bridal parties (10 or more), we will create a block system.

**TOUCH-UPS:** After all services are completed and the bride is getting her gown on, we will offer one round of touch-ups to the bridal party. This includes: re-curling of hair, adding more hair products, and any corrections of hair that someone may desire. Any touch-ups beyond one round of these services will have an additional charge of \$50 per half hour if timing with the Arrow team allows.

**ADDITIONAL SERVICES ADDED DAY OF:** We will do our best to service people who would like to be added on the day of the wedding. We cannot guarantee that we will finish their services at our agreed-upon time for your wedding. We will take guests who signed up first as priority. Additional guests will pay \$350 for hair. We accept payments via cash or card on the day of the event.

**LIABILITY:** Arrow Beauty's liability will be limited to the actual cost of the terms of this agreement.

**TERMS & CONDITION:** The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect until the completion of Services. The term of this Agreement may be extended with the written consent of both Parties.

**NON-REFUNDABLE:** The client acknowledges that by completing this document, Arrow Beauty is reserving a whole day of services and workers for you. There is a lot of time, communication, and building a team that goes into effect once this contract is signed therefore all monies received through the 25% non-refundable deposits are non-refundable.

**MODIFICATION:** Any amendment or modification of these policies or additional obligation not covered specifically in these Policies or Amendments to these Policies, will only be binding if evidenced in writing signed by both you and Arrow Beauty, or an authorized representative of each of us.



# TERMS AND CONDITIONS

(Please initial by each paragraph, stating that you understand and agree to the terms and conditions)

\_\_\_\_\_\*To reserve the date of your wedding or event, we require a non-refundable 25% deposit based on the total of hair and makeup services. The deposit will be applied to your contract on the event date. **NO dates will be guaranteed without a signed contract and deposit. The contract balance is due in full 2 weeks prior to the wedding or event.** Any additional charges and a 20% gratuity will also be collected on the day of the event.

**We do accept credit cards and cash. No checks please.**

## MINIMUMS

\_\_\_\_\_\***We require a minimum of \$2000.00 per bridal party for COMBINED hair & makeup services.** For bridal parties larger than 5, we require \$550.00 per additional combined hair & makeup service. Additional guests wanting to be serviced the day of will be charged \$350 for hair only. Men's grooming services will be \$75 per guest.

\_\_\_\_\_\***Travel fee:** Travel fees are agreed upon prior to booking. \$50 per stylist for 30 mins of travel. Example: 60 mins of travel = \$100 per stylist.

\_\_\_\_\_\***Hotel Room:** If stylists are traveling over 60 miles, overnight accommodations will be required at an appropriate hotel within 10 miles of the event site.

\_\_\_ **\*Parking Fee:** Any parking fees for any team members required to park where they are scheduled to work will be added to the final invoice and included in charges due the day of the event.

\_\_\_ **\*Assistant Fee** is \$300 per assistant present for preparation on your wedding day. We will have 1-3 assistants on-site depending on the size of your bridal party.

## CANCELLATION POLICY

\_\_\_ **\*We require a minimum of 90 days advance notice of cancellation of services. In the event that the event/wedding is canceled less than 90 days prior to the scheduled event, your deposit will not be refunded and cannot be transferred to another bridal party, service, or a future event. In the event, the event/wedding is canceled within 60 days of your scheduled event, you will be held responsible for 50% of the cost of the booked service(s). The credit card provided in the bridal contract is subject to that charge if payment has not been remitted.**

- **Please note: the bride is responsible for payment of any person in the wedding party canceling within 90 days from the wedding. By signing this contract, the bride is claiming responsibility for the full payment amount due based on the total number of people scheduled for services. (For example: if the bride confirms 10 people are scheduled for service and only 7 show up, the bride is contractually obligated to pay for the confirmed party members even if they are not in attendance.)**

## **PAYMENT**

\_\_\_\_ **\*We accept Visa, MasterCard, and Cash. Final payments are due on the wedding day.**

## **ADDITIONAL FEES**

- **Early setup before 7am = additional \$25/per stylist one-time fee.**
- **Relocation fee to another venue mid-service = \$50 per stylist**
- **Parking fee, tolls, valet where applicable.**
- **Holiday bookings require an additional \$50/per stylist one-time fee. Holidays include: Mothers Day, Memorial Day, Fathers Day, July 4th, Labor Day, New Year's Eve and New Year's Day. We do not book any weddings on Easter Sunday, Thanksgiving Day, Christmas Day**

## **GRATUITY**

\_\_\_\_ **\*GRATUITY: 20% gratuity is automatically added to the final balance. If you would like to add any additional tip you are more than welcome to add it to the final bill or pay the artists directly.**

## **SPECIAL REQUIREMENTS**

\_\_\_\_ **\*Hair must be clean and 100% dry. (If hair is not completely dry there will be an extra \$50 charge.) Please do not flat iron hair as it makes it very difficult to hold a curl. A robe or button-down shirt works best to avoid pulling clothing over the head once the hairstyle has been done. Adding additional services on the day of the wedding or event is usually acceptable if time permits. Advance notice would be appreciated whenever possible.**

## MARKETING

\_\_\_\_\_ \*By initialing, you are authorizing Arrow Beauty to use photos that may be taken by our stylist and staff for use on our website and social media. We look forward to being a part of your special day! By signing this contract, I agree to the terms and conditions as stated above.

I, \_\_\_\_\_, understand and agree to pay the non-refundable security deposit to secure Arrow Beauty for my bridal party and myself. I agree to provide a credit card to be kept on file and charged for the complete remaining balance for my party on the day of the wedding as listed in this contract. I understand and will comply with all Policies as listed in this contract. I understand that no discount will be given for members of the wedding party who miss their appointments on the day of the wedding. I also understand that I am solely responsible for the balance of any charges owed at the completion of The Arrow Beauty Experience.

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Signature of Responsible Party

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Date

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Authorized Salon Signature

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Date

**Credit Card to be kept on file:**

**Credit Card Type:** \_\_\_\_\_

**Name as it appears on the card:** \_\_\_\_\_

**Credit Card #:** \_\_\_\_\_

**Expiration Date:** \_\_\_/\_\_\_

**Security Code:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Cardholder's Signature:**

\_\_\_\_\_

## Tell Us About Your Wedding!

WEDDING DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

BRIDES NAME \_\_\_\_\_

GROOMS NAME \_\_\_\_\_

PLACE OF  
PREP \_\_\_\_\_

ADDRESS \_\_\_\_\_

PREP START TIME \_\_\_\_\_  
TIME TO BE READY \_\_\_\_\_

NAME OF FLORIST \_\_\_\_\_  
PHOTOGRAPHER \_\_\_\_\_

HOW DID YOU HEAR ABOUT  
US \_\_\_\_\_

BRIDES  
ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_  
EMAIL \_\_\_\_\_

SPECIAL  
INSTRUCTIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Let's Get Gorgeous!

PLEASE ADD BRIDAL PARTY NAMES

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

(Party of 5/\$2000 minimum)

(ADDITIONAL SERVICE \$550)

(ADDITIONAL SERVICE \$550)

(ADDITIONAL SERVICE \$550)

(MENS SERVICE \$75)

(MENS SERVICE \$75)

TOTAL \$ \_\_\_\_\_

TRAVEL FEE

\$50 for every 30 minutes traveled per stylist..... \$ \_\_\_\_\_

OTHER FEES

- Early Setup Fee
- Holiday
- Relocation Fees
- Tolls/Parking..... \$ \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

DATE OF DEPOSIT \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DEPOSIT AMOUNT (25%) \$ \_\_\_\_\_

BALANCE DUE \$ \_\_\_\_\_