



222 ste. marie st. | collingwood, ontario

t. 705.293.0738 | f. 705.293.0614

www.capellihairstudio.com

Special Requirements for the Bride and her Wedding party:

On the wedding day, the hair will be done following a schedule. We require entire party to arrive together at the same time. The bride must communicate the importance of being on time and properly prepared. Every person getting their hair done in an updo, half-up style, or curls must have their hair already blown dry. The stylist will not allow time for this. If such a case arises, the stylist will charge extra to blow dry (if time permits) or the service will be forfeited and the charge will still apply.

Bridal Agreement Policies

Securing Appointment Date It is advised that you call Capelli Hair Studio first to see if the desired day is available. Your appointment date(s) and service(s) will be secured when the signed contract and deposits have been received. All bookings for weddings are made on a "first come first served" basis. No dates will be guaranteed without a signed contract and deposit.

Deposit All reservations for parties up to 5 people must be reserved and guaranteed with a \$100.00 deposit. Parties of 6 or more must be reserved and guaranteed with a \$200.00 deposit. All deposits are due within 5 business days of scheduling services and are non-refundable. The reservation(s) will be cancelled if payment and the signed contract are not received by the due date. The remaining balance will be charged to the credit card provided on the contract the morning of the wedding.

Payment The remaining balance is due the day of service. Bridal pricing is \$75.00 for Bridal hair, \$65.00 for any formal styling, \$55.00 for bridal makeup and \$45.00 for makeup per person thereafter. Prices are subject to change as styling needs change or services are added. Prices do not include gratuity. We accept cash, interact, VISA and MasterCard.

Contract/Appointment Changes All agreements will be made in writing. Wedding date and time, time of arrival in salon, estimated time of completion, and number of guests to be serviced will be faxed or emailed. Any changes/additions to guests or wedding party members requesting additional services after the contract is signed must be submitted in writing; (no changes will be made over the telephone). Charges for guests requiring additional services must be paid in full on the day of service. Changes will be accepted up to 14 days prior to the service date. Any cancellations made with less than 14 days notice will be charged to the credit card associated with this contract. 50% cost of the cancelled service(s) will be placed on the credit card. In the event of a No Show or same day cancellation, 100% cost of the booked services will be placed on the credit card.

**The bride/individual signing this contract may permit only one other person to authorize/submit and change any arrangements for the wedding party. Contracts and changes made by anyone other than the individual signing or listed on this contract are not allowed and considered invalid. The front desk coordinator and owner are the only ones to accept and make request changes.*Cancellations due to emergencies will be dealt with on a case by case basis and will be at the discretion of the salon owner.*

**You may email (info@capellihairstudio.com) or fax to (705.293.0614) any changes or requests.*

Late Arrivals If the wedding party is more than ten minutes late without making contact with us, the party will be charged an additional \$15.00 late fee for each guest serviced. Delayed results in scheduling and service conflicts for you and other clients following your appointment(s). If a wedding party is late for the scheduled service appointment time(s) and notifies us of a new arrival time, stylists may or may not be able to accommodate the new arrival time. If the scope of the original contract cannot be fulfilled due to client's delayed timing, services may be reduced; however clients are liable for the original amount.

**If a wedding party is more than one hour late without making contact with us, the assumption is the client will not be attending the committed appointment. This results in the client forfeiting all deposits and or payments for the contracted services, and is responsible for 100% of estimated amount of services.*

We apologize for any inconvenience but we must follow this policy out of respect for our staff and other clients. I have read, understand and agree to the terms of this contract. Deposit payment is due upon submission of this document.

Signature: _____ Date: _____

Name of Additional Contact Person: _____



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Dear Bride,

Thank you for choosing Capelli Hair studio for your special day. We appreciate you taking the time to make us aware of all the pertinent details of your wedding day. We are happy to help you in any way possible! The purpose of this agreement is to confirm the services to be rendered for the wedding party along with the name(s) of those responsible for the services provided by Capelli Hair Studio. This agreement and deposit must be completed and returned within 5 business days of scheduling services or the service(s) and time(s) requested will not remain reserved.

Wedding Information

Wedding date (Day/Month): _____

Desired App't times: _____ Time you need to leave the salon: _____

Ceremony/Picture start time: _____

Of guests in your bridal party (including you): _____

Of additional guests to be styled
(i.e. mom's. Leave blank if not applicable): _____

Bride's Name: _____

Email: _____

Brides address: _____

Alternate Contact Name and Phone number: _____

Total Amount of Services \$ _____ Total Deposit Required \$ _____

Check Payment Type: Cash Credit

Capelli Hair Studio will validate & confirm Totals for services and deposit.

Credit Card Information: In order to guarantee your appointment times we require the following credit card information.

Name as it appears on Credit Card: _____

Credit Card Type: Visa Mastercard

Credit Card #: _____

Expiration Date: _____

Billing Address: _____

Signature: _____ Date: _____

Print name: _____ Date: _____

No charges will be made to your credit card until services are performed. However, we do require two weeks (14 days) notice cancellation policy. In the event that an appointment is canceled less than two weeks (14 days) prior to your appointment, you will be held responsible for half (50%) of the total cost of all services scheduled and your credit card will be charged. In the event of a "No show" or same day cancellation you will be held responsible for 100% of the total cost of all services scheduled and your credit card will be charged.

On behalf of Capelli Hair Studio, we look forward to helping you with all of your styling needs on your Wedding day! If you have any questions, or if we can better serve you in any way, please contact us. Thank you Rose Scoville, Owner of Capelli Hair Studio

Capelli Hair Studio Staff Verification: _____ Date: _____