

**Spa Party Agreement & Cancellation Policy Contact Information**

**Today’s Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date requested for spa party event**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What type of event is this?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of guests?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of the Host/Hostess**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age of the Host/Hostess**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address where event will take place at**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This contract is a binding agreement for services between the host/hostess and Toy’s Touch Spa, LLC. Toy’s Touch Spa, LLC must receive a final number of party guests, including a complete list of all names, as well as confirmation of gift bag purchases, no **later than 3-5 days prior to event**. This contract can be scanned to my email address at latoya@toystouchspa.com or mailed to 119 South Madison St. Kosciusko, MS 39090, or you may bring it by the spa while I’m open.

The above information is imperative in determining how many staff members will be required to cater to your event.

Guests **should arrive 10 minutes prior to the start of the party** to assure that spa services run on schedule and in a timely manner. **THE SPA EVENT WILL START ON TIME**. Only the party host/hostess will be permitted to remain in the spa lounge during the party. **NO CHILDREN OR PETS ARE ALLOWED DURING THE PARTY**. **No more than 10 adults**. Any special needs/requests must be brought to our attention prior to party start time.

Spa services will begin promptly at the party start time indicated on this agreement; because our time is reserved specifically for your party, guests **who arrive later than 10 minutes after party time,** may not be guaranteed all spa services. All services will follow in rotation between guests in the party. **Toy’s Touch Spa, LLC**

Complimentary refreshments, wine, and games will be provided for all guests included in the party package. Any additional food requests must be arranged with us at least 5 days prior to the party and paid for to Toy’s Touch Spa, LLC.

A **100% NON-REFUNDABLE deposit** (**cash or credit card only**) **of $100.00 and travel fee** according to the area you live in, is **due at the time of booking**. In the event, you must cancel your event for any reason; please provide **72 hours notice**. Any cancellations done within **48 hours notice** will be subject to **50%** of the cancelled services. Any cancellations done within **24 hours** will be subject to **100%** of the cancelled services. **Please be advised the deposit will have to be paid again upon rebooking and NO refunds are made!!**

**The Host/Hostess is responsible for and will be charged the full amount of the party package for any party cancellation**. The Host/Hostess is responsible to pay for the number of guests provided at the party confirmation. Additional guests may be added no later than 2 days prior to the party date. **PARTY BOOKINGS ARE NON-REFUNDABLE**. **NO EXCEPTIONS CAN BE MADE**. **Party must be paid in full prior to our arrival**.

Please make us aware of any allergies prior to party date.

**Covid-19 Corona Virus Protocols and Policies**

**Everyone receiving services from our staff at your event (or anyone in the room with our staff at your event) would be required to wear a mask during their services, and anytime they are around our staff**. All parties receiving services will have to wash their hands for **20 seconds** before they receive their service. We also must have you provide to us that no one at your location and no one receiving services has a fever, elevated temperature, and has not been instructed to quarantine; within 14 days or the booking date. You will also have to confirm none of the mentioned persons are having any Covid-19 symptoms. These include but are not limited to fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, loss of taste or smell, sore throat and nausea or vomiting.

We will contact you a few days prior to your event date to confirm all the party details. If you should have any questions about your party, please feel free to contact us @ **601-919-7741** or **662-633-0164** or email us at latoya@toystouchspa.com.

We are here to make sure that you and your friends have the most memorable and enjoyable spa party experience! We look forward to hosting your royal celebration!!!

Your signature states that you have read and understand this agreement.

**Print name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Toy’s Touch Spa, LLC**

Spa Package: $99/person

30 mins. Swedish massage

Bacial (back facial) with hot towels

Warm towel feet wrap

Feet massage

Scalp massage

($15 gift bags to be purchased for your guest)

**Please list guest names and ages:**

Guest #1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest #2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest #3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest #4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest #5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest #6\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest #7\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest #8\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest #9\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest #10\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Toy’s Touch Spa, LLC**