



## Bridal Party Request Form

Wedding Date: \_\_\_\_\_

Date of Service (if different than Wedding Date): \_\_\_\_\_

Time the party needs to leave: \_\_\_\_\_

### Bride Information:

Name:		Address:	
City, State, Zip:		Home Phone ( )	Cell or Work Phone (circle one) ( )
Email Address:			
Yes or No	Bridal Hair Package: <i>Includes practice session and wedding day hair</i> starts at \$100.00		
Yes or No	Bridal Make-Up: <i>Includes consultation, practice application, and wedding day makeup</i> \$55.00		
Yes or No	A'La Carte Services:		
Stylist Requested:	Services Needed Prior to Wedding: (color, facial, waxing, nails, massage, etc.)		

### Attendant Information:

Name and Role in Wedding:		Address:	
City, State, Zip:		Home Phone ( )	Cell or Work Phone (circle one) ( )
Yes or No	Up-Do (please include an estimated length and thickness of hair) starts at \$55		
Yes or No	Make-up \$30		
Services Needed Prior to Wedding: (color, facial, waxing, nails, massage, etc.)			

Name and Role in Wedding:		Address:	
City, State, Zip:		Home Phone ( )	Cell or Work Phone (circle one) ( )
Yes or No	Up-Do (please include an estimated length and thickness of hair) starts at \$55		
Yes or No	Make-up \$30		
Services Needed Prior to Wedding: (color, facial, waxing, nails, massage, etc.)			

Name and Role in Wedding:		Address:	
City, State, Zip:		Home Phone ( )	Cell or Work Phone (circle one) ( )
Yes or No	Up-Do (please include an estimated length and thickness of hair) starts at \$55		
Yes or No	Make-up \$30		
Services Needed Prior to Wedding: (color, facial, waxing, nails, massage, etc.)			

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City, State, Zip:		Home Phone ( )	Cell or Work Phone (circle one) ( )
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Yes or No	Make-up \$30		
Services Needed Prior to Wedding: (color, facial, waxing, nails, massage, etc.)			

(continued)

Name and Role in Wedding:		Address:	
City, State, Zip:		Home Phone (     )	Cell or Work Phone (circle one) (     )
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Yes or No	Make-up    \$30		
Services Needed Prior to Wedding: (color, facial, waxing, nails, massage, etc.)			

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City, State, Zip:		Home Phone (     )	Cell or Work Phone (circle one) (     )
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Yes or No	Make-up    \$30		
Services Needed Prior to Wedding: (color, facial, waxing, nails, massage, etc.)			

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City, State, Zip:		Home Phone (     )	Cell or Work Phone (circle one) (     )
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City, State, Zip:		Home Phone (     )	Cell or Work Phone (circle one) (     )
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City, State, Zip:		Home Phone (     )	Cell or Work Phone (circle one) (     )
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Services Needed Prior to Wedding: (color, facial, waxing, nails, massage, etc.)			

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City, State, Zip:		Home Phone (     )	Cell or Work Phone (circle one) (     )
Yes or No	Up-Do (please include an estimated length and thickness of hair) <i>starts at \$55</i>		
Yes or No	Make-up    \$30		
Services Needed Prior to Wedding: (color, facial, waxing, nails, massage, etc.)			

**Bridal Packages:**

Please note that payment for Bridal Packages is due the *day of the trials*. Payment forms accepted are cash, check or credit card.

**Cancellation Policy:**

If you need to cancel, please be sure to give at least 2 weeks notice to avoid a cancellation fee. Any cancellation from 14 days up until 7 days prior to your appointments will result in a 50% charge of your services. Cancelling less than 7 days before your appointments will result in a 100% charge. The credit card number below is the card that will be charged in the case of a cancellation. If you would prefer to have each individual be responsible for her own cancelation, please have her call with her credit card number. **All cancellations must be in writing using the *Event Cancellation Form* provided upon booking.** If a signed copy of the *Event Cancellation Agreement* is not received by the Spa at Riverfront, the party or event will not be cancelled, and the full charge of all services will be applied to the credit card on file.

**Agreement:**

Bridal request forms must be completely filled out. Reservations are subject to availability. Bride will receive confirmation when request form has been received. All reservations must be secured with a credit card. After the request form has been received by Spa at Riverfront and services are booked, a deposit of \$200 will be charged. The deposit is non-refundable, but will be put towards the wedding day appointments or any late cancellations. Spa at Riverfront is not required to inform all attendants of cancellation policy or confirmation of time and services. It is the contact person’s responsibility to inform all members of this billing contract. Prices are subject to change. Alcoholic beverages are not permitted.

**Deposit**

Credit Card	Visa	Mastercard	Discover	American Express (circle one)
Credit Card Number _____		Expiration Date _____		

**IS THE CONTACT PERSON PAYING FOR ALL SERVICES? YES OR NO**

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

**Drop off, fax or mail to:**

**Spa at Riverfront  
15 W. Milwaukee St. Suite 200  
Janesville, WI 53548  
Phone: (608) 741-7848  
Fax: (608) 466-1860**

*Please Direct any questions or concerns to the Bridal and Events Coordinator, Brenda Brotzman.  
Best wishes to you during this exciting time!*

- Spa at Riverfront

Please Do Not Write Below This Line

Received \_\_\_\_\_ Deposit Received \_\_\_\_\_ Services Booked \_\_\_\_\_