

## Santa Fe Day Spa Special Event Proposal

Thank you for choosing Santa Fe Day Spa for your special group gathering! Our staff will strive for excellence in making your visit unforgettable. In our experience, we've learned that it is best to serve not only your group as a whole, but to also accommodate each individual guest! To do so, we ask you to be as detailed as possible to ensure your stay with us is carefree and relaxing even before you walk in our doors. These notes are convenient for our files, as well as for yours.

Please choose one guest as your Primary Event Hostess with whom we can communicate during the booking process.

Primary Hostess: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Bride if bridal party: \_\_\_\_\_

Date & beginning time of services (morning, afternoon, specific time): \_\_\_\_\_

Do you have a specific time your party needs to be out of the spa? y/n

Time: \_\_\_\_\_

\*Please keep in mind, we ask all members of your party to arrive no later than 30-45 minutes prior to their service times. Also, if anyone wishes to take advantage of our complimentary hot tub and steam room facilities, we ask you arrive at least 1 hour early. This ensures enough time to check everyone in and new clients to fill out a Client Information form. *Hint! For a quicker check-in, our "Client Info Forms" and "Lunch Menu" can be printed from our website and filled out prior to your arrival! Just be sure to bring it with you, or email it to us.*

After reviewing our online menu at SantaFeDaySpa.net or our detailed brochure, please take note of the package or services each individual guest would like to request. Please be sure to note any special needs or upgrades on packages and services. All prices for Spa Manicures and Pedicures are for natural nails. Acrylic or Gel Nails will need to be scheduled as either a full set or a fill-in. French

polish on manicures and pedicures are an additional \$5 each (unless booking the Bridal Tea), Shellac (or gel polish) will be a \$10 upgrade with a \$20 charge for a soak-off if the nails were not done here. Brow waxes added during facials are \$19, etc. Be sure to include these up-charges in each individual price.

Any guest requesting a Maternity Massage will need to have a doctor's release faxed to the spa at least 24 hours prior to their massage appointment.

Please make note of any additional food (lunches, snacks or party trays) you might want available for your guests. Keep in mind, many of our packages already include lunches and snack plates. Prices will be quoted in a rough draft invoice. With parties of 5 or more, an 18% gratuity is added to the total of services.

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To avoid any hassle or time delays on the day of their party, many of our guests prefer to take care of the full payment prior to the day of their event. Otherwise, we request a down payment of 50% of the overall cost (the rest will be taken care of on the day of services, prior to your departure).

Please enter the credit or debit card number you wish to use to reserve your appointments. Note: We accept Visa, MC, AmEx and Discover

Card Type: \_\_\_\_\_ Name as it appears on card: \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Total of All Individual Prices: \$ \_\_\_\_\_

Additional 18% gratuity: \$ \_\_\_\_\_

\*Any additional food: \$ \_\_\_\_\_

Overall total of event: \$ \_\_\_\_\_

Required 1/2 Deposit: \$ \_\_\_\_\_

(prior to any additional changes)

Please choose one:

\_\_\_ Please bill my credit card for the full payment: \$ \_\_\_\_\_

\_\_\_ Please only charge a down payment of 50% and I will pay the remainder on the day of services: \$ \_\_\_\_\_

\*Please note, your credit card will not be charged until we have sent you an itinerary of your services for approval.

## *Upon your arrival at Santa Fe Day Spa!*

As mentioned before, we request all guests in your party arrive no later than 30-45 minutes prior to the start time of their services, unless you wish to use the hot tub and steam room facilities, in which case we ask you arrive an hour early. This extra time allows your guests to check in at the front desk, put your things away in a locker and get comfortable in a robe, a wrap and slippers provided by us and enjoy a refreshing beverage before their services begin.

### Other Frequently Asked Questions:

#### *Where are you located?*

\*Please be sure that everyone attending knows how to get to our facility. We are located on Hwy 280 traveling East, one traffic signal past the Greystone subdivision. When you come to the traffic light at Doug Baker Blvd. (Drivers Way and a Walgreens on your right), turn right at the light into the Lee Branch shopping center. Go past Walgreens to the Compass Bank and turn left. We are on the left side of the center directly opposite Hobby Lobby on the 2<sup>nd</sup> level near The Melting Pot and Pablo's Restaurants.

Our address is: 611 Doug Baker Blvd; Ste. 214-D

Birmingham, AL 35242

Our Phone Number: 205-408-7221

When arriving, there are two lots where you may park. One directly in front, or you can park in the back lot which allows for more accessibility with elevators and escalators. To get to the back lot, take a left directly in front of the Carmike Movie Theater.

*What is your cancellation policy?* Our cancellation policy for parties and events is one week. Any additional guests or cancellations of services must be done within this time frame. If a guest decides to change their mind on which services they wish to receive, we ask that they inform the Event Hostess, who can communicate with us one-on-one. Please refrain from changing any services at check-in, as this could cause major delays in not only your services, but also with other guests.

*What do I need to bring/wear?.* We don't ask you to bring anything specific. Dress to your comfort level. You may bring a swim suit to wear in the hot tub or steam room if you wish. We can provide robes, wraps and even spa shoes for you to change into. It's best to leave anything with sentimental or monetary value at home, for we are not responsible for lost or stolen items. We provide a locker with a lock for your convenience.

*Do I need to remove my makeup first if I'm having a facial treatment?* No. The cleansing process is the first step in all of our relaxing facials.

*\*Please note:* If you wish for this event to remain a surprise for any of your guests, please note this with their information so they will not receive our courtesy confirmation call via email or text message.

*Please feel free to add any additional questions or concerns we may not have not already answered.*

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Guest: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Requested Services: \_\_\_\_\_  
Any additional requests/preferences: \_\_\_\_\_  
Total Individual Price: \_\_\_\_\_

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