Booking Form

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www.emiliabeautyart.com

403-400-4107

Bride's Full Name:

_____

Fiancé's Full Name:

_____

Cell No. _____

Work No. _____

Email Address: _____

Postal Address:

_____

Trail Date: _____

Time: _____

Trial Address: All trials are taking place at Emilia's Beauty Art Studio : 83 Chapman Circle SE

Wedding Date: _____

Time: _____

Venue Address (where wedding party will be getting ready)

_____

Time Bridal Party needs to be ready:

_____

Photographer's Name: _____

Tell No._____

Indicate in numbers how many individuals will be having:

Hair: _____

Make Up: _____

I HEREBY ACCEPT PRICES AS QUOTED AND CONFIRM BOOKING DATES AS STATED ON THIS FORM. Signature: _____

Date: _____

Confirmation Form

☐ To secure your wedding date a non refundable/transferable retainer of 40% of the total quote is required. This amount will be deducted from the final balance.

☐ The outstanding balance is then due 14 business days before the date of the event.

☐ The booking will not be confirmed until the payment of the retainer.

☐ Emilia Beauty Art reserves the right to use photos from the event in promotional material, without needing to obtain permission to do so from the persons and their families.

☐ Changes to the number of clients or anything related to my services will only be acceptable up until three months before the wedding date. For these changes the Booking Form must be filled out again.

☐ You confirm that you do not have any allergies or any kind of issues relating to cosmetics or specific makeup brands unless stated below.

Other comments:

I HAVE READ ALL (INCL. Booking Policy, Client Obligations/Trial & Wedding Day, Cancellation Policy), AND UNDERSTOOD THESE CONDITIONS, CONFIRMED BY SIGNATURE BELOW

Signature: _____

Date: _____

BOOKING POLICIES

All bookings with Emilia Beauty Art fall under Booking Policy.

It is the responsibility of the named person on the booking form to understand, agree, and accept responsibility for all booking conditions, including all payments due by specified dates. By proceeding to pay a deposit, you accept that you are entering into a contract and you agree to be bound by these conditions.

I strongly urge you to read Booking Policy carefully before requesting and scheduling any appointments with Emilia Beauty Art.

All prices are subject to 5% GST.

- A minimum booking of 5 services on-location services during peak wedding season. (June-October)

- Minimum 40% non-refundable retainer is required to reserve the date for service(s).

- Payment for retainer's can be made via electronic money transfer. The remaining balance for services must be paid in cash on the event date or by electronic money transfer at least one week before the event date.

- Bridal trial payments are due upfront at the time of the booking. This is our standard business practice.

- The trial takes place at my studio located at 83 Chapman Cir SE, T2X 3T8 ,Calgary , AB

. Please note, trials during busy summer days are available Monday-Friday, 9am – 5pm.

- Immediate payment of a non-refundable 40% retainer is required before a date will be held. Date is non transferable once deposit has been paid unless agreed by Emilia Beauty Art.

- Any deposit paid is deducted from the final balance. The remaining balance is due in full 2 weeks before the wedding day. Should no payment be received we have the right to change or cancel all services for your wedding.
- Should the client wish to reschedule a service (ie. trial, photo shoot, makeup and or hair

appointment), a $50 re-booking fee will be applied to the next booked service.

- There is an early morning fee of $100 per hour for the weddings 6:30am and earlier (per artist)

- To accommodate 8+ services, an additional senior artist(s) will be added. If there are time constraints requiring an additional artist, a fee of $150 per additional artist applies.

- All wedding day services are mobile. A travel fee of $0.70/km applies to any location outside of Calgary (round trip) . Travel expenses are complimentary within Downtown Calgary, with a minimum booking of $500.

- Parking fees do apply to each car.

- Holiday Fee - $100 per artist/stylist additional charge for major holiday or long weekend bookings.

- A $75 re-location fee is applied if the artist is requested to move locations on a wedding date. (Does not apply to return touch ups or full day service).

- The makeup artist/hair stylist is not responsible for lateness and/or absence of the booked attendees. If the makeup artist/hair stylist is required to wait for booked attendees for whatever reason outside of the reserved time the client will be required to pay $25 for every 15 min of their lateness. This will be paid for in cash or email transfer before the Artist or client leaves. This also includes anyone in your booked party.

- In the event of an emergency and the artist is unable to perform, an equivalent artist will be sent in place. If for any reason an artist cannot be replaced the full deposit shall be returned.

- NO SHOW APPOINTMENTS -Emilia is mindful that traffic can cause delays, please if you are running late or lost phone Emilia on 403 400 4107. Once your appointment has reached 10 mins past your booked time Emilia will contact you, if you can not be reached after 20 mins past your booked time it will be assumed that you no longer wish to have your appointment and a 100% cancellation fee applies. Should you then wish to book any future appointments full payment will be required in advance for you to book.

- Hair Prep -Your hair MUST BE clean, product free prior to your

appointment. - Arrive makeup free to any makeup appointment.

- Late clients may or may not be accepted. The acceptance of late clients will take into account how much time is left and if any other clients are booked for that day (unrelated separate bookings/bridal parties). Accepted late clients will be subject to the late fees above plus their quoted makeup amount owing.

- If I experience unforeseen delays which are out of our control refunds will not be given in the event that one or more services are forfeited as a result and no compensation will be offered if I overrun time. If you are aware of factors, which could delay or hinder our journey to your location, such as diversions, road/bridge closures, speed restrictions, etc. please advise me as soon as possible so I can factor this into our route.

- No refund or compensation will be offered for delays caused by other wedding vendors,

guests, or members of the bridal party. A minimum of 45 minutes will be allocated for hair or makeup application per person. If you suspect any member of your bridal party may pose as a challenge in any way, they are encouraged to have a trial to avoid potential delays on the day.

- If you are under the age of 18, your parent or legal guardian will be required to make your booking and deposit payment on your behalf.

CLIENT OBLIGATIONS – TRIAL & WEDDING DAY

You must ensure that me or my team will be working in a suitable environment with adequate lighting, electricity points, and hand washing facilities. Please ensure every member of your party is aware of timings on the day and that they need to be, and remain, available.

You are to inform me of any allergies or reactions prior to, or after, any makeup application or hair styling. If no known allergies are stated I cannot be held liable for any reactions, injuries, losses, damage, costs, claims and actions that may occur to you or any other member of your party.

Prior to having makeup applied or hair styled please ensure you and your party are prepared, to avoid leaving the chair whilst we are working. Please ensure teeth are cleaned, you have been to the toilet and contact lenses are applied (if applicable), before sitting in the chair. Also make sure you are make-up free, (we will prep your skin.)

On any wedding day, time is of the essence. Please ensure hair is clean, completely dry, and free from product. I advise washing the night before and avoiding heavy conditioners. If any of your bridal party have wet hair they will be expected to dry it thoroughly before we start.
Please do not eat or speak on your mobile phone during makeup application. Please do not sit children/babies on your lap whilst having your hair styled or make-up applied. For their own safety please ensure that children are kept away from our styling tools and products at all times. Styling irons are extremely hot, and hazardous, and we will not be held responsible if a child is injured as a result of the parent or carer not being present.

Although I absolutely love animals, I ask that when Emilia Beauty Art is at your getting ready location that pets be kept away from makeup and hair tools for hygiene and safety purposes.

CANCELLATION POLICY

Please notify us immediately if services are no longer required. The retainer will be forfeited and is non-refundable. In the event the client cancels the service(s) for a wedding less than 30 days prior to the reserved date, the client is liable for the full remainder of the contracted balance. If there are any scheduling conflicts, alternate dates can be discussed. However, if a client wishes to cancel and reschedule a personal service (ie. engagement session, bridal trial, photo shoot, etc.) within 72 hrs, a $50 re-booking fee will be added to the next booked session.

Changes to your booking by adding another person onto your original booking can only be accepted if time/resources allow. I will require prior notice and payment due at the specified time.

Adding extra people on the day, without prior warning, may jeopardize the quality of our work or delay the ceremony. You are required to give a minimum of 3 months notice should you wish to reduce numbers or services booked on your wedding day.

After such time less than 3 months until the date the full amount for services canceled will still be payable. All payments are the responsibility of the bride.

In the unfortunate event that you have to cancel your booking completely we require a minimum of 6 months notice. After such time the full amount will still be payable by the specified date.
Deposits are non refundable. Should no payment be received we will proceed with legal action to recover losses.

IF WE CANCEL OR CHANGE YOUR BOOKING

In the unlikely event that I/we, as a team, cannot attend on the day of your wedding due to unforeseen and unfortunate events or circumstances, all payments will be immediately refunded.

I will work with you to find an alternative reputable stylist/artist or salon to cater for your requirements however; any such booking will remain solely the responsibility of yourself.

If one of our team is unable to attend on the day, due to illness or unforeseen circumstances, I will immediately try to find an alternative freelance stylist/artist to stand in. If this is not possible I will ask for an earlier start time to accommodate original numbers, or will refund services, which are forfeited on our part, or altogether, as a result. No further compensation will be offered.

If a member of my team is made to feel uncomfortable in any way, or mistreated, or if anyone becomes abusive/violent or displays any offensive behavior, we have the right to cancel the contract without refund.

Travel Cost

$50.00 within Calgary (per artist),up to 20km, after that millage $1.1 applies

$1.1/km outside Calgary (per artist)
Note: for weddings farther than 3 hours away or more we request 2 night accommodation in the same hotel the night before so we can arrive fresh (and on time) for your wedding the next day!
There is a $100 per day, per artist(s) food + beverage fee, for each day that we are required to be at the destination.
This also applies to the weddings that they need early morning starts

QUALITY & SATISFACTION ASSURANCE

Emilia Beauty Art is committed to providing a quality service to all of our clients and do our best to deliver your desired results.

Please take into consideration the following if you are a first-time client of Emilia:

If you choose to bring a photo to your appointment of a look you are hoping to achieve, please be aware that the desired looks may not always be achievable and will always look differently on your face. I can do the exact same makeup on two different people, using the exact same products and it will always look completely different on both clients. Please note that everyone has different eye shapes, color, skin types, skin colors, face shapes etc, so if you wish to bring in a photo, please keep this in mind.

APPOINTMENT PREP TIPS

Take care of your skin as much as possible! Good skin = good makeup.

Since I am offering at my studio Dermaplaning services I do highly recommend you to book it before any important event you will be attending. It's the most requested skin treatment in New York and the hottest pre-red-carpet treatment!

Dermaplaning will give you your most luminous, soft skin. It will gently remove the dead surface cells and that little layer of peach-fuzz facial hair, leaving the skin ultra-smooth, fresh and glowing. Plus, when you apply your makeup afterwards, you'll find it goes on as smoothly as silk, which is why dermaplaning is in such demand as a pre-event treatment. Pay extra attention to your skincare routine in the few weeks leading up to your event to combat your skin concerns. If you are dry, hydrate your skin as much as possible with masks, moisturizers and overnight coconut oil masks. Refrain from trying any new products that might make you break out or cause a skin reaction.

If you are booking in for a hair and makeup package, wash your hair the night prior to your

appointment. This will ensure that your hair isn't too dirty or clean. Let your hair air dry or blow-dry it, but strictly no straighteners or curling tongs, as your hair won't be able to be styled if it has been touched with a hot iron.

Avoid wearing makeup (if you can) the day prior, and especially the morning of your appointment. We find that if faces and eyes have had makeup on and taken off, they are subject to more sensitivity and watering.

Thank you for your understanding and cooperation during busy months.

I will respond to all emails within 48 hours. If you have any further

questions please contact me.