

Spa Party Request Form

To reserve a party at Spa Concepts, email this completed form to spa@spaconcepts1.com (for parties at Ashley Ridge) or bossier@spaconcepts1.com (for parties at Bossier) with SPA PARTY in the subject line. **Please be aware you will be asked to reserve your party with a valid credit card before the spa party is finalized and submit a 50% non-refundable deposit. The 50% deposit will be credited to the final ticket but is non-refundable if the party is cancelled within 48 hours of the start time. In addition, an automatic 20% gratuity will be applied to the final ticket. One ticket will be presented for payment. The Party organizer is responsible for getting reimbursed from their party.** If you have any questions or concerns, feel free to email or call us at 318.861.0199 (Ashley Ridge) or 318.888.3792 (Bossier). Thank you for choosing Spa Concepts for your celebration!

Organizer Information:

Name: _____

Email: _____ Occasion: _____

Phone Number: _____ Location Preference: _____

Spa Party Date: _____ Number of guests in party: _____

Requested Start Time: _____ Latest Departure Time: _____

Please Read: To ensure you secure the desired date and time, please give us as much advance notice as possible, as we must prepare ahead of time to ensure the best experience for all guests! If any guests would like to request a specific technician, therapist, or gender, include the name or gender next to the requested service. Also, please specify if there are any expecting mothers in your party as we will need a physician's letter authorizing certain services. For any nail services, indicate whether guests would like OPI polish (included with our Spa Mani and Spa Pedi), gel, or dip powder, and if any guests will need to soak off acrylic, gel, or dip powder. Upgrades to any service at the time of the service are possible if time permits but cannot be guaranteed unless booked in advance.

Arrival & Cancellation Policy:

- Please arrive at least 30 minutes ahead of your first scheduled start time so that we may get you checked in, settled, and have you fill out any needed paperwork. If you would like some time to mingle in the party room together, please let us know you would like to socialize in the party room before your services and arrive 1 hour early.
- As we are reserving this time specifically for you, please notify us at least 48 hours in advance if you need to cancel or reschedule the entire party or any individual. Any parties or individual appointments cancelled within 48 hours of the first appointment start time will result in full charge for all unfulfilled services. Any parties or individual appointments rescheduled within 48 hours of the first appointment start time will result in a 50% last minute rescheduling fee. If your party does not show up, Spa Concepts will collect the full amount of all services from the deposit and the card on file.

Children Policy: For safety reasons and insurance purposes, no child under 12 may accompany the party. We do not have the facilities to care for children, nor do we want to compromise the relaxation of our other guests. We hope you understand that we cannot assure their safety in a professional environment. Anyone 12 or older must have services booked to accompany the party.

Payment Policy: 50% of the total is due at booking, and 50% is due 48 hours before the party. Any additions or upgrades added during the services will be due the day of the party. Coupons, discounts, and special offers cannot be used towards Spa Parties. One ticket will be presented for payment - we cannot accommodate separate or split payments. The organizer is responsible for getting reimbursed from their party.

Service Policy: Services are final and may not be changed within 48 hours of the party. **Please ensure that all services are accurate for everyone in your party prior to this time window.** The party is responsible for payment of all services booked at this time.

Please sign to agree to all policies:

Party organizer

Guest One:

Name: _____

Phone: _____

Age: _____

Requested Service(s):

1. _____

2. _____

3. _____

4. _____

For massages, please circle preference:

Male Female Either

Pregnant: Yes or No (circle one)

Guest Two:

Name: _____

Phone: _____

Age: _____

Requested Service(s):

1. _____

2. _____

3. _____

4. _____

For massages, please circle preference:

Male Female Either

Pregnant: Yes or No (circle one)

Guest Three:

Name: _____

Phone: _____

Age: _____

Requested Service(s):

1. _____

2. _____

3. _____

4. _____

For massages, please circle preference:

Male Female Either

Pregnant: Yes or No (circle one)

Guest Four:

Name: _____

Phone: _____

Age: _____

Requested Service(s):

1. _____

2. _____

3. _____

4. _____

For massages, please circle preference:

Male Female Either

Pregnant: Yes or No (circle one)

Guest Five:

Name: _____

Phone: _____

Age: _____

Requested Service(s):

1. _____

2. _____

3. _____

4. _____

For massages, please circle preference:

Male Female Either

Pregnant: Yes or No (circle one)

Guest Six:

Name: _____

Phone: _____

Age: _____

Requested Service(s):

1. _____

2. _____

3. _____

4. _____

For massages, please circle preference:

Male Female Either

Pregnant: Yes or No (circle one)

Guest Seven:

Name: _____

Phone: _____

Age: _____

Requested Service(s):

1. _____

2. _____

3. _____

4. _____

For massages, please circle preference:

Male Female Either

Pregnant: Yes or No (circle one)

Guest Eight:

Name: _____

Phone: _____

Age: _____

Requested Service(s):

1. _____

2. _____

3. _____

4. _____

For massages, please circle preference:

Male Female Either

Pregnant: Yes or No (circle one)
