



*Spa
Botanica*
Too! Policies

Payment: To reserve your party date, we require a Non-Refundable credit card or cash deposit of \$75.00 (US). If you choose to cancel for ANY reason, your deposit is non-refundable. You are responsible for providing the remaining balance due day of party prior to your event by cash or credit. The balance must be paid in full before the event.

Rush Policy: If you are requesting, and we have available, a party date less than **ONE WEEK** out, we may require a rush fee and you will be informed of this fee at the time of booking. Additionally, if we do not receive your final guest list at least 7 days prior to your event you will be charged a rush fee to accommodate shipping charges of our customized items.

Minimum/Maximum Attendance: Our parties are designed and priced for a minimum of six children (including the host princess). If you have more than **eight** children at your event, you will be charged an additional fee of \$40 for an additional party hostess. Parties over 20 children may require a third hostess. If you have children show up that are not on your final headcount, we will do our best to include them but cannot guarantee they will receive favors and food (if applicable).

Reservations: Schedule your party at least TWO to THREE weeks in advance of your desired party date. Once you have chosen a party date and time, we will hold your reservation, place your party date on our princess calendar and give you a week to complete the guest list, sign the Spa Event Agreement and return it to us. Your deposit will secure your reservation and we will begin finalizing and mailing the invitations.

RSVP Confirmation: The client is responsible to send the final guest count **7 business days** prior to the event. This will be the number we use to determine appropriate quantities for robes, favors, and food (if applicable), and we will charge accordingly.

Attendance of guests: Some guests may not show up to the party, even if they RSVP. Please remember that we charge according to the final guest count that you provided prior to the party, not the number of children that show up.

Party Time: We ask that you arrive at your schedule party time. Parties that include additional catering may require an additional one-hour set up time. Your Princess party will begin at the scheduled time and end at the scheduled end time. All Princess events start and end on time— no exceptions. All activities are carefully planned out, and any child arriving late may join the activities at the point that they have progressed. This is

necessary to ensure the least amount of disruption to the party, and your understanding is appreciated. We will not extend your event because of late arrivals. It is your responsibility to communicate the party time-line to your guests if you believe this will be an issue. As we often have several events booked in one day, there is no wiggle room with this policy. In the event that we are not able to break down your event on time, you will be charged an additional fee of \$75 per hour.

Event Execution: Each *Spa Botanica Too!* event is unique. Exact décor, party favors are subject to change slightly based upon product availability. We will always present an event that fits the spa theme even if exact details vary slightly from things that are depicted on our website. Any major changes will be communicated to you in advance of your event.

Food and Beverages: If you choose to have *Spa Botanica Too!* provide food for your event, it is the responsibility of the client to check with party guests for specific food allergies. Should any of your guests have severe food allergies, we suggest that either you or the child's parent provide an alternate menu for that child.

Liability: We strictly provide entertainment. We are not caretakers/babysitters. Please be aware that children, under the age of 3 especially, need to be supervised.

Cancellations and Refunds: If you must cancel your party for any reason, the following refund policy applies: We will be unable to refund your reservation fee. If you wish to reschedule, we will gladly offer an alternative party date for your consideration.

Photography: *Spa Botanica Too!* reserves the right to use photographs taken at your event in any and all promotional media, whether now known or hereafter existing, controlled by *Spa Botanica Too!*, in perpetuity, and for other use by *Spa Botanica Too!*

Disclaimer: We cannot be held responsible for non-performance of contracted obligations due to certain events including, but not limited to: cancellation or postponement of the event by the client, riots, war, acts of God (including floods, earthquakes, tsunamis, volcanic eruptions and widespread damage due to other natural disasters), acts of government and other actions of authorities that are beyond our control.

I, hereby, understand and accept the terms and conditions outlined. Your signature verifies your agreement to participate and abide to the terms of this contract.

Princess Name: _____

Guardian's Name: _____

Signature: _____ Date: _____



Credit Card Payment Authorization Form

Please complete all areas below and submit the signed and dated form to the following
fax number: 704.454.1799

For Spa Use Only:

Group Name:	
Event Name:	
Name of Person Making Reservations:	Phone:
Authorized amount:	Date:

Cardholder: Please complete the following section. Sign and date at the bottom of this form.

Cardholder Name: (Exactly as it appears on the credit card)				
Cardholder Billing Address:				
City:	State:	Zip Code:		
Daytime/Business Phone:		Evening Phone:		
Credit Card Type: (Circle One)				
Visa	MasterCard	American Express	Discover	Other
Credit Card Number:			Expiration Date:	
Credit Card Issuing Bank Name:			Bank Phone:	
I agree to cover, and pay for, the above categories of charges (services) up to a maximum amount of \$ _____				

Note: Charges for group deposit will be charged immediately.

Amount to be immediately charged to credit card for spa group deposit: _____

Final Balance Billed to the Credit Card (hotel use only): _____

By signing below, you authorize the hotel and Spa Botanica to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" listed above. Your further acknowledgement that if "all charges" has been selected, then all guest/group related charges (less deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____

Date: _____