



## **Fringe and Foundation Studio**

29540 Center Ridge Road  
Westlake, Ohio 44145  
(440) 471-4635 [www.fandfstudio.com](http://www.fandfstudio.com)

Date

Name

Address:

RE Wedding Services Agreement

Dear:

Welcome to Fringe & Foundation Studio. We are honored you have selected us to assist you in this memorable moment. We take great pride in our wedding services. In order for us to provide the extraordinary attention to you and your bridal party in a timely manner please review and follow the terms of service set out this Agreement. If you have any questions, please contact us prior to signing this Agreement and we will be happy to assist you. We look forward to working with you and your bridal party.

### **I. RESERVING YOUR WEDDING DAY**

We will guarantee your day and time for one (1) week from the date that this Agreement is sent to you. To confirm your scheduled appointment, we require all of the following items be delivered to us by the close of business, seven (7) calendar days from the date we send this Agreement to you:

- A signed and dated copy of this Agreement
- The "Bridal Service Information Form"
- A Fifty Percent (50%) deposit of the scheduled services selected on the "Bridal Services Information Form."

The date above is deemed the date that the Agreement is sent to you. If we do not receive the above items within seven (7) calendar days we will make your date and time available for other appointments to be booked, including weddings.

The "Bridal Services Information Form" is incorporated into this Agreement.

### **II. CHANGES IN SERVICES**

We understand that when planning any special event things may come up or change. All changes or cancellations must be made in writing. Last minute changes will impact our ability to properly provide the requested services and affect our business schedule and our ability to schedule other appointments. Any additionally requested services, or cancellation of agreed upon services, will have an impact on the starting time and the final cost of services. Please make requests for desired changes or cancellations in services as far as possible in advance of the appointed date. Items not selected in the originally received "Bridal Information Services Form" may not be able to be accommodated after the receipt of the Form and Confirmation of the Appointment.



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All requests for changes or cancellations must be made in writing. Cancellation of services will be handled in accordance with the Cancellation Terms set forth below. Please follow up and confirm after making a written request for additional services that we will be able to provide the requested services.

### **III. ADDITIONAL SERVICES**

Any additional service requested and agreed to outside of the original "Bridal Services Information Form" can begin will be charged at an additional rate of (\$\_\_\_\_\_).

The addition of a service will be charged at the rate stated in the Bridal Services Information Form. Please contact us as soon as possible with any anticipated requests for changes so that we can adjust start/end times and your expectations appropriately. Please be aware that the time needed to complete the requested services will increase and may cause our staff to run over the amount of time allotted for your services. We will not be held responsible for any delays in wedding itinerary due to the addition of requested services.

### **IV. CANCELLATIONS**

A cancellation less than three (3) weeks before your scheduled appointment will forfeit the entire deposit. You will be responsible for One Hundred Percent (100%) of the scheduled services for any cancellation with less than seven (7) business days advanced notice. All cancellations must be in writing.

Our business days are Tuesday through Saturday.

### **V. OFF-SITE SERVICES**

In order to make your day easier, we are happy to meet you at your wedding venue. To provide such services the appropriate arrangements must be in place for us and expenses will be incurred.

The venue must have the appropriate utilities in the space provided for your wedding party to prepare. Such must include sufficient working electrical outlets and access to a large sink or other appropriate water and sewer resources. We also ask that the facility provide us garbage or other disposal access as well as clean-up equipment. We will not be held responsible for inadequate resources to complete our services in a timely fashion at the venue. If you provide us the contact name and phone number of the point person at the facility we will contact them and inquire about their facilities. However, you are responsible to make sure, ahead of the date, that there will be adequate resources for us to complete your requested services timely.

All travel and other expenses incurred by Fringe & Foundation Studios to and from the venue and any other charges incurred in operating off-site will be charged to the credit card. Such travel expenses will include, but not be limited to, mileage, toll charges, parking and any charges incurred in gaining admittance to the facility. Mileage will be charged at the standard mileage rate for businesses as determined by the Internal Revenue Service from our store to your venue for all vehicles we use.



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If we incur charges for the use of the space, utilities, equipment, products, toiletries, or other necessary items that we need to purchase to complete your party's preparations, we will include these with the charges placed on your credit card.

### **VI. DAY OF THE WEDDING**

To ensure no additional costs are added the day of your event, you and your party must follow these guidelines.

- We provide coffee, water and tea in our salon only. You are more than welcome to bring food and drink for your bridal party. If you do bring food or drink, please arrive a few minutes early to set up.
- Have all the members of your bridal party arrive fifteen (15) minutes before your scheduled appointment. This allows time for consultations with each member of your party.
- Make sure everyone arrives with dry hair. Up-do's cannot be started with wet hair. If we must dry your hair first, you will be subject to the rates stated in Additional Services and the Bridal Services Information Form.
- It is best to wear a button down or zip up style of shirt. This makes it easier to take off and change into your wedding/bridesmaid dresses without disturbing hair and make-up.
- Those that are receiving make up services should come with clean faces and should not use moisturizers the day of the event. These can affect how the make-up is applied and its staying power and will be subject to the rates stated in Additional Services and the Bridal Services Information Form for proper facial cleansing prior to make-up work being started.
- Provide copies of this Agreement to the members of the bridal party in advance of the day of the appointment so that they can review these "Day of the Wedding" guidelines and prepare accordingly.

These guidelines will allow us to complete your services in a timely and professional manner.

### **VII. PAYMENT**

We require a valid credit card in advance for your deposit and to charge in the event of a cancellation.

The amount charged will be Fifty Percent (50%) of the services selected on the Bridal Services Information Form. In the event your card is declined for whatever reason, you will have one (1) additional day to provide a valid card for payment. This card will also be kept on file as a form of payment for services rendered. On the day of your event, payment in full will be required prior to the start of services. In the event your card is declined for whatever reason and payment in full cannot be completed the day of your wedding an additional fee of 5% of the total bill will be assessed for that day, and for each additional business day that funds cannot be withdrawn



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The individual executing this Agreement is responsible for payment of all services rendered for your bridal party.

It is your responsibility to have the funds available in advance of the services. We will not be responsible for the collection of funds from anyone other than the party to this Agreement. It is your responsibility to collect any funds from the members of your bridal party.

For your deposit and payment in full provide the following information for a valid credit card:

Exact name on the card

Card number

Card issuer

Expiration date

3 digit security code

Billing zip code:

Information for the credit card must be provided at the time of the delivery of the executed copy of this Agreement to us. Credit card information will be removed from our system upon completion of services and payment in full.

### **VIII. SUGGESTIONS**

We recommend a hair and makeup trial appointment prior to the cancellation dates detailed in this Agreement. Such trial appointment is additional and not a part of this Agreement. A trial appointment is charged at our normal rates. However this allows time for you or any other member of your party to meet with your stylist to evaluate what look would best be suited for your face shape, hair type, dress and wedding theme. This also helps things run smoothly on your big day. This service can be performed in our salon only. We recommend this being completed four (4) to six (6) weeks in advance of your event.

Most importantly, enjoy your wedding day! We are here to make this part of your day as happy and stress free as possible. Please let us know if there are any accommodations that will make your day easier.

Credit card information must be provided at the time of the delivery of the executed copy of this Agreement to us. For safety reasons please do not e-mail your credit card information to us. You may print out this form and mail your credit card information to us, or provide it to us over the phone.



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Yours truly,

Allison Bates

Owner, Fringe & Foundation Studios LLC.,

I hereby agree to the foregoing terms

X \_\_\_\_\_

BRIDE

DATE \_\_\_\_\_

After signing this agreement you can send it to us along with the Bridal Service Information Form and credit card information to *Fringe & Foundation Studio, 29540 Center Ridge Rd, Westlake Ohio 44145*