BRIDAL BOOKING FORM

About you - The Bride

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name  |  | Telephone |  |
| Email |  | Mobile |  |
| First line of address |  |
| Town/City |  | Post Code |  |

About the wedding

|  |  |  |  |
| --- | --- | --- | --- |
| Wedding day & date: |  | Time of ceremony |  |
| Wedding venue: |  |

About your make-up and/or hairstyling preparation session

|  |  |  |  |
| --- | --- | --- | --- |
| Start time  |  | Alternate contact person on the day besides the Bride | (Name) |
| Exact location |  | (Mobile) |

Services required

|  |  |  |  |
| --- | --- | --- | --- |
| Full name/s | Role | Services required (please circle) | Allergies / Skin Sensitivities?  |
|  | Bride | Make-up | Hair  |  |
|  |  | Make-up | Hair |  |
|  |  | Make-up | Hair  |  |
|  |  | Make-up | Hair  |  |
|  |  | Make-up | Hair  |  |
|  |  | Make-up | Hair  |  |

|  |
| --- |
| Any additional Information: |

I agree and fully accept the Terms and Conditions set between me (The Bride) and Marijelle Moreno.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_

Print name

For your own benefit and protection please read the Terms and Conditions set below before signing this form.

**To secure your date in my diary a non-refundable booking fee of £50.00 is required as payment in advance** (deductible to final invoice)**.**

Please make **cheques** payable to **Marijelle Moreno Bartholomew** and post it to 28 The Ridings Cranleigh GU6 7AY.

Online payment can be made via PayPal of which link can be found on the website’s ‘Prices’ page.

For a more secure way of payment, BACS or bank transfer is advisable. Please email me separately if this is your preferred method.

**TERMS AND CONDITIONS**

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

**1. DEPOSITS AND PAYMENTS**

* A non-refundable booking fee of £50 is required to secure your wedding date in the artist's diary. Any deposit paid is deducted from the final balance and is not an upfront payment for trials.
* Trial costs are due at the time of the trial payable by cash or by credit/debit card (min fee applies).
* Upon receipt of your booking an invoice will be issued outlining all the details of your required services payable as follows:
	+ 50% payable 4 weeks prior to the wedding date
	+ 50% remaining balance payable on or before the wedding day
* Please note that prices are fixed unless your requirements have changed (please see section 4 for changes to your bookings).
* We have the right to cancel all services for your wedding date if no payment is received despite reminders by email/letter on the specified due date. Note that all fees due will still be payable.

**2. TRIALS**

* Trials are not compulsory but are recommended. Our aim is for you to be pleased with your look. Without a trial we will not accept responsibility if a chosen style or look does not work on your wedding day.
* Bridesmaids and relatives are advised to share the brides trial appointment. Please allow 60-75 minutes per person for a hair OR Make-up trial.
* At the trial professional advice and suggestions will be offered. We will work with you until we achieve a look which is compatible with your hair type/length and suits your skin type or colouring.

**3. TRAVEL EXPENSES** (Trials and wedding day)

* All prices quoted includes travel within a 10-mile radius from GU6. Any location or venue outside of this area will incur a surcharge of 45p per mile to cover cost and time.
* Parking expenses, travelling inside of the congestion charge zone, and toll charges are all chargeable to the client on the day.
* Extended travel of journeys over 2 hours to a destination would be quoted at the time of booking.

**4. CANCELLATION OR CHANGES TO YOUR BOOKING**

* Changes to your booking by adding another person onto your original booking can only be accepted if time/resources allow on your wedding day.
* Adding extra people on the day, without prior warning, may jeopardise the quality of our work or delay the ceremony therefore, any such requests will be refused.
* Changes made to reduce the number in your bridal party, or the services booked will still incur costs as itemised in the invoice.
* If there are any changes to the original booking, the person responsible for booking must inform us either by phone call/letter or email as soon as possible. We will try to accommodate changes to dates etc. however, this is subject to availability only.
* Cancellations: in the unfortunate event that you have to cancel your booking or reduce booking numbers (after submitting your booking form and deposit) cancellation charges are as follows:
	+ 8 weeks before the wedding - 30% of total fee booked
	+ 6 weeks before the wedding - 40% of total fee booked
	+ 4 weeks before the wedding - 50% of total fee booked
	+ 1 week before the wedding - 100% of total fee booked
* Cancellation should be done in writing either by email or post.
* In the highly unlikely event that we cannot attend on the day of your wedding due to unforeseen and unfortunate events or circumstances on our part, all payments will be immediately refunded (including deposit). Every effort will be made to supply an alternative artist with similar price range to fulfil your requirements however; any such booking will remain solely the responsibility of yourself.

**5. DURATION OF SESSION**

* On your wedding day, depending on the number of people in your party an appointment system will be used to ensure everything runs smoothly. 1.5 hrs is usually set aside for the bride (45 mins for hair or Make-up) and the others about 60 mins (30mins for hair or Make-up). For parties of 3 or more (requiring both hair & Make-up), an assistant may be used to speed up the session - this may incur an extra cost to yourself.

**6. HEALTH & SAFETY**

* If any of our team is made to feel uncomfortable in anyway, or mistreated, or if at any time during an appointment anyone becomes abusive/violent or displays any offensive behaviour, we have the right to cancel the contract without refund.
* We ensure that all health and safety precautions are strictly adhered to. However, in any event of an accident caused by equipment breakdown or inattention which causes injury to any member of the wedding party on the booking form, or damage to their property are advised to contact us immediately and if necessary, seek legal advice.

**7. BRIDE/CLIENT OBLIGATIONS – TRIAL & WEDDING DAY**

* You are to inform us of any allergies or reactions prior to, or after, any Make-up application or hair styling. If no known allergies are stated we 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.
* Please ensure every member of your party are aware of timings on the day and that they need to be, and remain, available. We will be forced to cut the person’s allocated time short if lateness occurs.
* Please do not sit any 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. We will not be held responsible if a child is injured as a result of the parent or carer not being present.
* You must ensure that our team will be working in a suitable environment with adequate lighting, electricity points, and hand washing facilities.
* We are happy to be photographed on your wedding morning however, any photo image incorporating our hair and/or make-up design on the internet, or on any other advertisement, must make reference or credit us as the hair and/or Make-up artists.
* We will ask to take your photograph and, unless you refuse to have one taken, we reserve the right to use any such image on social networking sites and also on our website for promotional purposes. You will not be tagged in any such image on social networking sites, but are free to tag yourself if you wish to do so.

**8. LIABILITY LIMITATIONS**

* Marijelle Moreno hair&make-up accept no responsibility for damage to any headdress, flowers, tiara etc. unless through direct negligence.
* It is recommended for your own peace of mind, that you consider taking out wedding insurance to cover any costs should your plans unfortunately be changed or cancelled.

**9. APPLICABLE LAW**

This agreement is a binding contract applicable by the laws of England.