

## On-Location Bridal Guide & Contract

### Hair Services

Bride + Trial	\$265+
Bridesmaids/Attendants	\$120+
Flower Girl (7 & Under)	\$60+

### Makeup Services

Bride + Trial	\$265+
Bridesmaids/Attendants	\$120+
Flower Girl (7 & Under)	\$40+
Lashes	\$20

*Practice Trials are scheduled for 1.5 hours each IN SALON for hair and makeup. Lashes are included with the bride's makeup services. We schedule trials 4-6 weeks prior to your wedding date.*

*+ Prices may increase for hair depending on length, thickness, and special styling requests. For example: Using clip in extensions. Prices may increase for makeup depending on time spent/coverage/reapplications.*

**Client:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date of Wedding:** \_\_\_\_\_

**Start Time of Wedding:** \_\_\_\_\_

**Time Bride must be Finished:** \_\_\_\_\_

**Time Wedding Party must be Finished:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Room #:** \_\_\_\_\_

**ATTENDANTS NAMES/PLEASE CHECK SERVICES REQUIRED**

1. Bride: _____	Hair: _____	Makeup: _____	Lashes: _____
2. _____	Hair: _____	Makeup: _____	Lashes: _____
3. _____	Hair: _____	Makeup: _____	Lashes: _____
4. _____	Hair: _____	Makeup: _____	Lashes: _____
5. _____	Hair: _____	Makeup: _____	Lashes: _____
6. _____	Hair: _____	Makeup: _____	Lashes: _____
7. _____	Hair: _____	Makeup: _____	Lashes: _____
8. _____	Hair: _____	Makeup: _____	Lashes: _____
9. _____	Hair: _____	Makeup: _____	Lashes: _____
10. _____	Hair: _____	Makeup: _____	Lashes: _____
11. _____	Hair: _____	Makeup: _____	Lashes: _____
12. _____	Hair: _____	Makeup: _____	Lashes: _____
13. _____	Hair: _____	Makeup: _____	Lashes: _____
14. _____	Hair: _____	Makeup: _____	Lashes: _____
15. _____	Hair: _____	Makeup: _____	Lashes: _____

**DEPOSIT:** We receive many inquiries a year and dates do fill up quickly based on a first come first serve basis. Therefore a \$250 non-refundable deposit, made payable with CASH, CHECK, PAYPAL or VENMO @vivobeautybar, a credit card to keep on file, and contract is required to reserve and hold a date. This deposit will go towards your total wedding services. Checks can be made payable to VIVO BEAUTY BAR, and can be mailed to 1749 Front St Suite A Cuyahoga Falls, Ohio 44221.

**FINAL PAYMENT:** The total bill, minus the \$250 deposit, will be due no later than **48 HOURS** prior to the wedding date. This can be paid with CASH, CARD, PAYPAL or VENMO. If not paid by end of the business day, your card on file will be charged for the total amount due. We take one payment for services, we do not accept individual payments from the bridal party. Should you need to take payments from your party, we suggest having them give you cash or Venmo you ahead of time.

### **EXTRAS**

**TRAVEL:** Travel fees are determined based on distance. Please check all that apply. ***Please note service minimums for the day of the event are \$500 and do not include travel or trial.*** If you do not meet the minimum we can schedule you in salon for your services, or you are welcome to pay the difference to meet the minimum.

\_\_\_\_\_ \$75 travel fee UP TO 15 miles from VIVO Beauty Bar.

\_\_\_\_\_ \$150 travel fee UP TO 40 miles from VIVO Beauty Bar.

\_\_\_\_\_ \$1 fee per mile after 40 miles from VIVO Beauty Bar.

**ASSISTANT FEE:** \$100 per assistant. Assistants are booked when you have a large wedding party 6 or more OR if you have a limited time to get ready. If an assistant is not needed, we will remove the fee prior to the final bill.

**ADDITIONAL HAIR PIECES & BLOWDRY:** Any additional clip ins, halos or temporary hair extensions needing applied for the service, or any hair needing blowdried before styling, will be an additional \$50 service charge.

**PARKING:** Bride will be responsible for all parking expenses. Valet price if nearby parking cannot be found.

**EARLY MORNING:** \$100 and up depending on time (services starting at or before 7:30am)

**SUNDAY:** \$100 will be added to weddings booked on a Sunday.

**HOLIDAY FEE:** \$200 will be added to weddings booked on a holiday or a holiday weekend.

**CANCELLATION POLICY:** We require 14 days notice (2 weeks) to cancel ALL or PART of your booking. Failure to do so will result in your credit card being charged the full amount of your booked service(s).

**CALL TIMES:** Our beautytenders will arrive 15 - 20 minutes prior to start time to set up. We typically do not schedule service times longer than 5 hours. If you have several services we will provide another beautytender as opposed to more time. We will decide how long it will take based off of the number of services.

**GRATUITY:** Gratuity is not included but always appreciated. Your beautytenders will split gratuity evenly which can be given prior or on the day of the wedding via CASH or VENMO @vivobeautybar.

**AFTER ALL DETAILS DISCUSSED, YOUR TOTAL INVESTMENT IS:**

**\$** \_\_\_\_\_

**Please feel free to contact us with any and all questions or concerns you may have via email or phone at:**

**p: 234.303.6780**

**e: [bridal@vivobeautybar.com](mailto:bridal@vivobeautybar.com)**

**CC Information & Authorization:**

**Card Type:** \_\_\_ Visa \_\_\_ Mastercard \_\_\_ Discover

**Name on Card:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Card Identification Number (3 digits on back):** \_\_\_\_\_

*By signing this contract, I understand that the deposit is non-refundable. I also acknowledge I am responsible for payment of the total number of people receiving makeup and hair services as I indicated above. I have read and understand the policies outlined above. Extra fees incurred before or on the wedding date, if applicable, will be added to the final bill and charged within 48 hours after the date of the wedding. I will abide by this contract.*

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# **Important Information for your Bridal Services**

*Our goal at VIVO is to create the perfect look for you, that makes your wedding day beautiful. It is so important to us that you are happy, relaxed, and feel amazing!*

## **Let's talk hair...**

### **Before the wedding:**

We recommend that you book in for a trial with your stylist at least 1-2 weeks prior to the wedding, allowing you to communicate and plan your desired look before your big day.

At that time, please bring any hair accessories or extensions you plan on using for the wedding. It is also a good idea to bring photos of your dress and potential desired hairstyles.

Any hair cutting or coloring should be done AT LEAST 1-2 weeks prior to the wedding.

### **The day before:**

Take deep breaths, and be excited!!

Shampoo and blow dry your hair with minimal product. No flat ironing as this can affect how your hair will hold or curl the following day.

### **On the wedding day:**

Today is the day! And we can't wait to see your glow!!!

Those booked for updo's DO NOT wash your hair. Working with the hair's natural oils allows for a cleaner finish and better hold to your bridal updo. NOTE: If you must wash your hair—a blow dry is not included with this service, so please have your hair dry and ready to be styled PRIOR to the stylists showing up. If you wish to have your stylist blow dry your hair, this will be an additional price.

Wear a zip up sweater or a shirt that does not go over your head.

Please be aware that on your wedding day, we work best in a well lit area that allows for plenty of movement. We also require easy access to electricity.

Please arrive to the location on time. If any member of the bridal party is late the lost time will compromise the quality of the bridal party's complete look.

If you haven't met your stylist yet, be sure to bring pictures to aid in communicating the look you want, remember time will be of the essence.

## **Let's talk makeup...**

### **Before the wedding:**

We recommend that you book in for a trial with your stylist at least 1-2 weeks prior to the wedding, allowing you to communicate and plan your desired look before your big day.

At that time, it is a good idea to bring photos of your dress and potential desired makeup looks.

Also, it is a good idea to inform your stylist of any spray tans you may be getting prior to the wedding date. This way the appropriate color can be chosen to match for your big day.

Be sure to take extra good care of your skin the month leading up to your wedding. Healthy skin means beautiful makeup the day of. Daily cleansing, toning and moisturizing is a MUST. ...and lots of water isn't bad either.

### **The day before:**

Take deep breaths, and be excited—AGAIN! (You can never breathe too much... lol)

Be sure to cleanse, tone and moisturize your skin the night before your big day. This will ensure a beautiful face for the next morning.

### **On the wedding day:**

Today is the day! And we can't wait to see your glow!!!

Those booked for makeup, be sure to come with a clean, moisturized face.

Wear a zip up sweater or a shirt that does not go over your head.

Please be aware that on your wedding day, we work best in a well lit area that allows for plenty of movement.

Please arrive to the location on time. If any member of the bridal party is late the lost time will compromise the quality of the bridal party's complete look.

If you haven't met your stylist yet, be sure to bring pictures to aid in communicating the look you want, remember time will be of the essence.

*TO ENSURE YOUR SERVICES GO SMOOTHLY PLEASE SHARE ALL OF THIS INFORMATION WITH YOUR BRIDAL PARTY.*

**Thank you for choosing VIVO BEAUTY BAR and congratulations! ☺**