

ONYX

PREMIERE HAIR STUDIO AND INSTITUTE

Phone 540.387.5895
Fax 540.387.5898
1866 Apperson Drive
Salem, Virginia 24153
www.onyxhairstudio.com

WEDDING INFORMATION AND CONTRACT

Thank you for choosing Onyx Premiere Hair Studio to accommodate you and your wedding party on your special day! Please complete and return a copy of the following forms so we can reserve the time that is needed for all of the services that you request for you and your party. We have included some wedding tips and information we feel will benefit you. We look forward to serving your wedding party and if you have any questions, or if we can better serve you in any way, please contact us. Thank you!

Your Salon Wedding Coordinator is Karen Bradley.

Below is a list of highly recommended providers that can help you with every aspect of your wedding day.

Florist- CORSAIR Floral & Décor 540.798.4662

Photographer- Jason Jarvis Photography 757.572.1350

Reception DJ and MC- Alan Dever-540.309.1954

Special Lighting Effects- Neal Nance with Posh Events-540.797.7427

Décor and Linens- Posh Events-540.797.7427 CORSAIR Floral & Décor 540.798.4662

Catering- Center Stage 540.489.7827

Complimentary Wedding Timeline

Six Weeks Prior

Bikini/Brazilian/Leg Waxing

Start tanning every other day for 2 weeks

One Month Prior

Haircut---Trial Updo---Makeup Trial Run---Tan 2-3 times a week until the wedding

Two Weeks Prior

Color and Highlights

One week Prior

Groom's Haircut

Bikini/Brazilian/Leg Waxing

Wedding Day

Bridal Makeup

Bridal Updo

Bridal Party Updo's, Styling, and makeup

EXPLANATION OF WEDDING RELATED SERVICES

Service prices vary due to the designer's experience, training, and education. Listed below are the price ranges for each service.

HAIR

Bridal Updo *prior consultation required*starts at \$60-\$100 (this includes ½ up ½ down)

Bridal Party Updo *prior consultation required*starts at \$50-\$85 (this includes ½ up ½ down)

Shampoo, Blowdry, & Style \$20-35 (No extensive ironing. Typically on shorter hair. Shampooing is not provided if the service is done out of the salon)

Special Occasion Styling-Down \$35-\$60 (Special styling of the hair as requested. No pinning of the hair. Shampooing is unnecessary to ensure longevity of the style.)

MAKEUP

Bride Makeup \$50 **General Makeup** \$30 **False Eyelash Enhancement** \$12

BODY WAXING-Our body waxing specialist has 14 years experience and uses the finest European waxes available. Free consultations are available. (Not available to travel)

Bikini starts at \$30 **Brazilian** starts at \$60 **1/2 Leg** starts at \$30 **Full Leg** starts at \$50

TANNING-Get beautiful bronzed skin for your big day! We offer state-of-the-art tanning with the Ergoline Classic 600 High Pressure 12 minute Bronzing Bed! Tanning Lotions are available for purchase.

One Month Unlimited only \$25!!

Single minutes only 75¢ each **36 minutes** \$22 **60 minutes** \$35

Policies

Securing Appointment Date

Your date will be secured when the signed contract and pre-payment is received. All reservations for weddings are made on a "first-come-first-served" basis. No dates will be guaranteed without a signed contract and pre-payment. ****Out-of-Salon Weddings MUST pre-pay with CASH ONLY.....In-Salon Weddings may be pre-paid on an Onyx gift card.****

Pre-Payment

After receiving the necessary information on this contract to establish the appointments for the services you've requested, your Salon Wedding Coordinator, Karen Bradley, will contact you with the pre- payment total that will be due immediately to officially secure all of your appointments. We will hold on to this payment until the day of your wedding. This payment amount will be a total of the service prices *and a 15% tip for all service providers*. If you want to give an *additional* tip, you may give cash to the designer on the event day. Service price increases or additional requested services will not be included in the pre-payment but would be due on the event day. (During the consultations given prior to the event day, exact service quotes may be provided to you by the service provider.) If we collect your pre-payment and find that we are not able to accommodate the services you have requested, your pre-payment will be refunded in full.

Day- Of-Event-Payment

On the day of the wedding, the only payment due will be any service price increases, and additional requested services that have not been pre-paid for. We accept cash and any credit cards inside the salon. **If we are providing services to you outside the salon, we can only accept cash.**

Contract/Appointment Changes

We are more than happy to add services for you if we have the available time to provide them. If you choose to add services it must be submitted in writing to be added to the contract. At that time you will need to turn in the added service cost to your pre-payment. All agreements will be made in writing. All wedding information, appointment start and finish times, and name of guests to be serviced with descriptions will be given to you by mail or in person. The bride is the only one that may submit changes/additions to the contract and Karen Bradley is the only one that can accept and make them. Changes may be faxed to 540.387.5898.

Late Arrivals

Unfortunately, if anyone in the wedding party arrives more than 10 minutes late, we may not be able to perform their service depending on the designer's following appointment. If the scope of the original contract cannot be fulfilled due to the client's tardiness, services may be cut short (if done at all); however, the original amount will still be owed.

Cancellation Policy

If cancellations are made more than 30 days prior to the event date we will refund all but 30% of the pre-payment. If cancellations are made 14 days or less prior to the event date we will refund all but 45% of the pre-payment. If cancellations are made 7 days or less prior to the event date we will refund all but 60% of the pre-payment. If the bride does not show up for her trial run, it is up to the designer if they feel comfortable in performing the scheduled service on the event day or not.

Style to Perfection

With all Bridal services we **require** an initial free consultation with all guests to discuss all matters concerning the requested style on event day. **Trial runs are required for the bride** and are suggested but not required for everyone else. (Standard charges apply for trial runs) **Any guest getting an updo of any kind (partially up or fully up) must have a consultation with their designer prior to the event day.** During the consultation, any hair accessories, veils, etc. that will be used on the event day should be presented. We do not require a consultation for shampoo/blow dry-styles or special occasion down styles but if you'd like to have one we'd be happy to do it for you.

Third Party

Wedding photographers and videographers are welcome in the studio. Caterers, personal makeup artists or hair designers are not permitted.

Food and Beverages

We offer our clients complimentary coffee, mountain springs water, and seasonal: lemonade, and hot teas. You are welcome to bring additional food and beverages as long as it is disposed of properly.

Special Event Guide-Additional Information for you all others receiving services:

- Please arrive 10 minutes before your appointment time.
- Wear a button down shirt only to your appointment.
- Please do not come with clean hair! (**Do not** shampoo the day of your appointment)
- Please arrive with completely dry hair and parted where you prefer it.
- For Hair consultations: Please remember that picture aids are the best way to ensure that you will receive the exact look that you want from your designer. Please bring any pictures to your required free hair consultation prior to the event day.
- For makeovers, please bring your own waterproof mascara and come with a clean moisturized face.

Bride's Name _____

Hair Length Extra Long Long Shoulder Length Short

Hair Texture Curly Wavy Straight

Hair Density Thick/Course Fine

Check all requested services Bridal Updo (\$60-100) Bridal Makeup (\$40-\$50)

False Eyelashes \$12 Special Styling-Down (\$35-60) Paraffin Hand Treatment (\$10)

Describe requested style _____

List any additional requested services _____

Guest's Name _____

Relationship to Bride _____ **Position in Wedding** _____

Guest's Best Contact Number(s) _____

Hair Length Extra Long Long Shoulder Length Short

Hair Texture Curly Straight

Hair Density Thick/Course Fine

Check all requested services Bridal Party Updo (\$50-\$85) Makeup (\$30)

False Eyelashes \$12 Special Styling-Down (\$35-60) **Short Hair Styling** (\$20-35)

Describe requested style _____

List any additional requested services _____

Guest's Name _____

Relationship to Bride _____ **Position in Wedding** _____

Guest's Best Contact Number(s) _____

Hair Length Extra Long Long Shoulder Length Short

Hair Texture Curly Straight

Hair Density Thick/Course Fine

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Describe requested style _____

List any additional requested services _____

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Guest's Name _____

Relationship to Bride _____ **Position in Wedding** _____

Guest's Best Contact Number(s) _____

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Hair Density Thick/Course Fine

Check all requested services Bridal Party Updo (\$50-\$85) Makeup (\$30)

False Eyelashes \$12 Special Styling-Down (\$35-60) **Short Hair Styling** (\$20-35)

Describe requested style _____

List any additional requested services _____

Out-of-salon wedding information:

What is the address of where the services will be provided?

Wedding Date _____ Time _____ Venue/Location _____

What time must your services be completed? _____

Bride's Address _____

City/State/Zip _____

of attendants _____ Home# _____ Cell# _____ Work# _____

E-mail _____

In-salon Wedding Information:

Wedding Date _____ Time _____ Venue/Location _____

What time must you leave the salon? _____ # of attendants _____

Bride's Address _____

City/State/Zip _____

Home # _____ Cell # _____ Work# _____

E-mail _____

For office use only:

Deposit Received Date _____

Travel fee is 50¢ per mile to and from the destination.

(Miles to and from destination _____ x .50 == \$ _____)

15% automatic gratuity for all services = \$ _____

Services Sub-total = \$ _____

Final Total (with travel fee and gratuity) = \$ _____

I have read, understand, and agree to the terms in this contract. Cash deposit is due after submission of this document. Your date will still be available to other parties until we receive payment.

Print Name _____ Date _____

Signature _____