

Congratulations On Your Engagement!

Bride's First and Last Name: _____

Wedding Date: _____

Thank you for choosing Salon MACKK to help you celebrate your special day. We understand all of the hard work and meticulous planning that goes into making your day a true success. Our artistic team knows that the way you look and feel on the special day is directly related to your beauty experiences prior to the event. We at Salon MACKK pride ourselves on the friendships and relaxing atmosphere. Taking care of the beautiful bride and her wedding party is our priority.

We want your day to be as carefree and special as possible. We will take care of your hair and make-up needs for your special day.

Please complete and return a copy of the following forms at least 6 months prior to your wedding date so we can schedule all of the services needed for you and your wedding party.

Bridal Party Policies

Securing a date:

Your date will be secured when the signed contract and deposit are received. All bookings for weddings are made on a "1st come 1st served" basis and completed contracts must be returned at least 6 months prior to your wedding date. No dates will be "guaranteed" without a signed contract & 25% deposit.

Deposits:

All reservations for parties of two or more must be reserved & guaranteed with a 25% deposit of contracted amount and is due upon signing of contract 6 months prior to wedding date. Deposits are returned the day of your wedding or they can be used toward services that day.

Contract:

All agreements will be made in writing. Wedding date & time; hair services date, time of arrival in salon, and estimated time of completion; names of guests to be styled and style description(s); deposit amount. Any guests or wedding party members requesting additional service after the contract is signed will be responsible for payment on the day of event.

Payment:

Balance of payment for wedding day services will be collected on the day of services. Any additional services requested on the wedding day not spelled out in the contract may not always be accommodated depending on that day's schedule, but any additional services must be paid on the day of event. All service prices are subject to change

Late Arrivals:

If a wedding party is late for the scheduled service appointment time there is a \$15 charge per late guest and the stylists may or may not be able to accommodate the new arrival time. If the original contract can't be fulfilled, services may be reduced; however clients are liable for the original amount. For example, if someone is scheduled for makeup and eyelashes, there may not be time to apply makeup and/or eyelashes but there will still be a charge for application. If the wedding party is more than an hour late without contacting us, the assumption is the client is a no-show. In this case, the client forfeits all deposits and payments.

THE CREDIT CARD GIVEN FOR DEPOSIT WILL BE CHARGED FOR EVERY SERVICE THAT WAS SCHEDULED FOR THE ENTIRE BRIDAL PARTY.

On-Site Wedding Parties:

Ask our Guest Services Director for our On-Site Bridal Party menu. Things needed: a room with good lighting (natural lighting is best for makeup applications), a table for all of our supplies, at least 3 chairs (if staying in a hotel, ask the front desk to send chairs to the room prior to our arrival), and a full size mirror (we will bring hand mirrors so everyone can check out the back of their hair). We will bring our supplies and everything we need to beautify your day. There is an extra charge if we have to travel outside of McHenry County.

Bride's Hair & Make up Practices:

Practice of the desired look for hair and makeup are recommended at least 2 weeks prior to wedding date. Bring veil and/or any accessories that you wish to wear the day of your wedding.

Other Service Providers:

Any outside service providers may not use our facility to perform any services that we offer. This includes, makeup artists, stylists, and nail technicians. Feel free to invite your photographer to capture fun "getting ready" moments.

Wedding Date Details

Name: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Local contact name and phone number if bride is out of town: _____

Wedding Date: _____ Wedding Time: _____

Wedding Ceremony Location: _____

Wedding Reception Location: _____

What time does the bridal party need to leave Salon MACKK? _____

Are there photos being taken prior to the wedding? YES NO If yes, what time? _____

Bride Details

Will you be getting makeup done? YES NO

Would you like false lashes? STRIPS INDIVIDUAL

Will you be using clip-in extensions? YES NO

Date scheduled for practice hair & makeup? _____

Bridal Contract and Bridal Deposit

As part of our wedding agreement, Salon MACKK requires credit card information to reserve these appointments. We also ask that should there be a need to adjust or cancel any of the appointments that all changes are made 3 months prior to the date of the appointment. If changes or cancellations are made with less than 72 hours notice, the entire cost of the adjusted or cancelled services will be placed on the credit card.

Credit card type: _____

Credit card number: _____

Expiration: _____

CVV number: _____

Name as is on card: _____

Signature: _____

Cost for Bride: _____

Cost for Bridal party: _____

Total Quoted by Guest Services Director: _____

Deposit Total: _____

Deposit Date: _____

Once again, we thank you for choosing Salon MACKK to share in your special day. Please do not hesitate to stop in or contact us at (815) 477-7300 if you have any questions or concerns.

Best Wishes,

Salon MACKK

Agreement of Contract

I, _____, agree to the scheduled appointment times given on the attached intake forms, and the price listed above. I understand and agree to the deposit of 25% of the total package price at this time to secure the appointments. I understand that this deposit will be refunded to my card on the day of the event unless I choose to use the deposit to pay for services for the wedding. I agree to pay the balance due on the day of the event. I understand that no refund will be given for members of the wedding party that miss their appointment. I understand that 72 hours notice must be given for any adjustments or cancellations. I understand that if 72 hours notice is not given the full cost of the services will be charged to the credit card number given to us.

Signature: _____

Date: _____ Salon Manager: _____

What You'll Need for Your Day

With Salon MACKK's professional team's abundant years of experience, we will create breathtaking up-dos and flawless makeup to help make your wedding day beautiful.

All services are priced at an hourly rate and include the use of professional hair and make-up supplies. If you require the use of any clip-in extensions, headpieces, hair accessories or flowers, we ask that you bring them with you to your appointment. Additional time may be scheduled to accommodate these accessories, and charges may apply.

1. Consultation (mandatory for brides):

Here we will discuss your hair and makeup. We will schedule both a practice run and wedding day services. Our contract and cancellation policies will be reviewed and a 25% credit card deposit for all services will be collected. Since weekend dates are always in short supply, we recommend you book your wedding services at least 6 months in advance.

2. Practice Run for the Bride:

This should be scheduled 2 to 4 weeks prior to your wedding. Bring everything you will wear on your big day, such as your veil, jewelry and so on.

3. Wedding Day Hair and Make-up:

We will recreate the look we achieved during your practice run. Please remember that everyone in your wedding party is welcome to join us for services on your Wedding Day.

* We also offer on-site bridal pricing for the day of your wedding – ask your stylist for pricing schedule.

Important Information for Your Bridal Party

To help us serve you better and ensure that your wedding day runs smoothly, we ask that you and your wedding party please follow these simple guidelines:

- Please arrive with clean, dry hair (preferably washed the night before) to help the hold of your hairstyle.
 - Arrive at the salon a minimum of 15 minutes prior to scheduled appointment, a \$15 charge will be added to any member of the party arriving 15 minutes or more late. Wedding parties are scheduled strictly according to the contract, we might not be able to accommodate a late arrival.
 - Make sure your face is cleansed and moisturized prior to arrival at our salon to ensure that makeup holds all day long.
 - During your trial run, bring pictures of makeup and different hairstyles that you are interested in for the makeup artist and hair stylist to consider.
 - Please bring in your headpiece, veil and any hair accessories to try on for your practice run as well as your wedding day.
 - We recommend you and all bridal party members wear a button down shirt on the day of hair services to reduce the risk of damaging your hairstyle while getting dressed for the big day.
 - On the day of your wedding, you are invited to bring in any drinks or food that you feel will make your day more special. We do offer complimentary coffee and soda, but you may feel free to bring in a more personalized selection. We will provide an area to set up any refreshments you would like to bring in.
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Salon MACKK
Bridal Contract