

# BRIDEHEADS

MOBILE WEDDING HAIR & MAKE-UP SERVICE

## SECOND CONTRACT - 2021

We have a lot of experience, and know just how to organize things to ensure your hair and makeup services go smoothly. **This contract commits you to several things, so make sure you read it all the way through.** If you are unsure of your time-frame, please leave it blank, along with the services you will need and your financial commitment. Our availability is based on times you initially inquire about. If you need to move your time frame significantly last minute, we cannot ensure the same stylists you had at your trial, so make sure you make a plan with your photographer for your time frame before you solidify it with us.

### \*\*\*\* Policies\*\*\*\*

1. CANCELLATIONS: **If you or anyone in your group cancels or cannot make the time frame on your wedding day, you are still under obligation to pay for these services, or substitute someone in their place.** Last minute add-ons will be done if time permits, please notify us as soon as you are aware, so we can ensure we are properly staffed. If you change your mind and want to cancel your wedding services with us altogether after your 2nd contract is turned in, you will be charged for every service you signed up for, less your deposit. If the balance remains unpaid, your invoice will go to collections. You are free to book a trial before you turn in your contracts, but we cannot guarantee your stylist will still be available if you wait too long. If you have people that are unsure, I suggest leaving them off the contract.
2. CONTRACT SUBMISSION: Please fill in this contract and return it no later than 60 days prior to your wedding day. **Contracts submitted within 60 days prior to your wedding date** will include a penalty fee. If this is a last minute booking, we will need it from you ASAP to make necessary arrangements and a late fee of \$50 could be added. Once this is turned in, it takes several business days to process so we can send an invoice. It's not an immediate overturn and is handled by virtual assistants.
3. RETURN CONTRACT: Please only email to [brideheads@gmail.com](mailto:brideheads@gmail.com). This cuts back on a lot of unnecessary paper usage.
4. SERVICES AND TOOLS POLICY: Please take note and also inform the people in your wedding party of the following: Our hair products, bobby pins, tools makeup, etc, are solely for us to use on the predetermined people receiving services. We will not let anyone use them even if they have forgotten their own and it is an emergency situation. This includes hair or makeup providers you are using aside from ours that are not employed by Brideheads. Our tools and supplies are expensive, and we often don't have time to replenish them before the next event. Thank you for understanding.
5. PAYMENT: **Payment is due in full no later than one week prior to your wedding day.** A breakdown of charges will be provided so that you can collect from your wedding party before and/or after the wedding day. If you are getting married on a holiday weekend, please plan ahead. This is to conserve our time and to be able to complete services in the time allotted instead of making change and collecting payment day of, which is a very time consuming process. We highly recommend paying all vendors ahead of time so you can enjoy your day. A 5% late fee will be taken out of your deposit if this is not paid on time.

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6. COORDINATING: We have had problems in the past where the bride schedules the rehearsal at the same time as hair and makeup services, the venue is not open when we arrive, or the hotel room is not available. **If we are forced to wait on anyone in your party, you will be charged \$25 per half hour, per service provided as a penalty.** As a professional courtesy, please ensure we can begin on time. Many of our stylists have to pay babysitters or take off from other jobs to be there for your wedding day. In addition, we will be there for the agreed upon time frame, but we are unable to stay after. We would be happy to instruct someone else how to put in your veil if necessary.

## 7. SERVICES OFFERED/ CHARGES

- Bridal hair - \$90
- Bridesmaid updo - \$85 • Half up - \$80
- All down (no pins at all) - \$75
- Anyone with bob-length hair or shorter worn all down, no pins - \$75
- PLEASE NOTE: We no longer do any blowout services.
- Flower girls - \$70
- Makeup application (airbrush or mineral foundation) - \$75
- Strip lashes - \$17
- Clip-in extension rental - \$30-\$50 Additional charges may apply for excessive length and volume of hair, and curl/apply clip-in hair extensions that a member of the wedding party brings their own. Rentals must be returned to Rockabetty's Salon 1423 S Park St. Madison, WI 53715 immediately after the wedding. If they are not returned you'll be charged the full value of them \$350.

8. GRATUITY: 20% gratuity is added to your final bill. Please note that any scheduled events on Sundays or holidays will have an increased gratuity of 25% due to above and beyond availability commitment from Brideheads employees.

9. TRAVEL FEE: Mileage is 75 cents a mile from the salon's address. An extra mileage charge may be added if our stylists are unable to carpool. It's a one way charge, no mileage fee for inside metropolitan-Madison. Cottage Grove and Middleton are considered outside of Madison. Milwaukee areas and other areas fees are subject to the stylists home bases. If we are travelling several hours away, a hotel room charge may be required as well. We have gone as far as 4.5 hours away and we love wedding adventures! \*\*Please note if you are having a winter wedding and there's treacherous roads involved, or if there is no nearby parking available at your getting ready location, we may need to uber. This cost would come off your deposit.

10. PARKING CHARGES FOR BRIDEHEADS STAFF AT VENUE (when applicable): You are responsible for all parking fees for our personnel. Sometimes stylists/makeup artists will need to drive separately, so please be aware of this ahead of time. Some public lots may only be \$5 while high-end hotels can charge more than \$20 per car. We carpool whenever possible. Please note: The Madison Farmers Market greatly affects downtown parking availability. It's possible during winter weddings we will need to uber in instead of parking, see #9 This charge comes off your deposit since we can't anticipate it ahead of time.

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11. **SERVICE AGREEMENT POLICY:** There is no time allotted for free re-dos for "particular" people. This includes a bride that does not do a trial. Also often occurs with Moms. If someone wants their hair redone, they will be charged as an additional service, this comes off the deposit, and can double the cost of this service. Anyone is welcome to schedule a trial prior to wedding day services. Trials dates are subject to our availability. Pictures are very important so that things don't get lost in translation. Be realistic, super long hair cannot always go all up, hair without layers can't always have volume. We will do our very best to recreate a style of your choosing. In the end, we did not do the styles on Pinterest and can only guess how they were executed. If there is extra time at the end, we can adjust styles slightly in an attempt to suit only.
12. **DEPOSIT:** Your deposit is required to hold your date. An invoice will be emailed for this. Your deposit is refunded after your wedding once it's determined if add-ons were done or if any extra charges or fees need to come from it. This process can take several weeks as we are always looking to get our next brides ready for their wedding date. It will be refunded back to the card you paid your final invoice with, and a receipt from Square payments will be emailed as well.
13. **WEDDING DAY ORDER OF SERVICES:** It is often asked of us to make a schedule of time slots for people getting services. Unfortunately, this method rarely works in keeping your party on time and typically results in us falling behind waiting on the next guest to arrive. You will be responsible for coming up with the schedule. You will know better than we will, who needs to be done first or last, but we recommend the bride going in the middle, not the end. No need to feel extra rushed and anxious. Work with Angie to determine how many services will be done at once. A standard timeframe is 3.5-4.5 hours depending on your headcount. We send one service provider per 4 services needed and that number may change on extra busy dates.
14. **PREPPING YOUR WEDDING PARTY-** Please make your wedding party aware of the following. They will need to arrive with clean, bone dry hair unless receiving a blow out. Time is not allotted for blow drying hair and this is not included in pricing. We seldom have them in our kit. If there's concerns about this not working for someone's hair because of curls, please discuss this with Angie ahead of time so we are prepared for you. They will also need a clear picture of hair and makeup desired ready to go when they sit down. Requests to "just do whatever", often end in people wanting things redone. Let's plan ahead for this.

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Bride's Full Name:	<input type="text"/>	Phone Number:	<input type="text"/>		
Second Contact: <small>(When you can't be reached)</small>	<input type="text"/>	Phone Number:	<input type="text"/>		
Wedding Date:	<input type="text"/>	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
<small>Time frame start and end. Leave blank if unsure, or ask Angie</small>					
Location that Brideheads will be performing your services:					
<input type="text"/>					
If this is a remote location or difficult to find, please include basic directions or helpful:					
<input type="text"/>					
Include any other notes (if applicable):					
<input type="text"/>					

\*\*\*\*Please sign and initial here, acknowledging that you have read our policies, agree to them, and promise to pass this information onto your wedding party. We are not liable for wedding party members not knowing policies.

Bride's Signature / Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Brideheads Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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\*\*\*\*Please list the names of people wanting services. Remember, if anyone or everyone cancels once they are on the contract, you are obligated to pay for the services or choose a substitute. If you have anyone 'on the fence', we suggest you leave them off. You can always add them the week of the wedding.

Bride's Name:

Hair Service: (Check one)	Extension Rental:
<b>Updo</b>	<b>Yes</b>
<b>Half Up</b>	<b>No</b>
<b>All Down</b>	

Hair Type:	(Check all that apply)
<b>Fine</b>	<b>Extra Long</b>
<b>Medium</b>	<b>Extra Thick</b>
<b>Coarse/Thick</b>	<b>Curly</b>
<b>Shorter Than Bob Length</b>	<b>Wavy</b>
<b>Shoulder Length</b>	<b>Straight</b>
<b>Long</b>	<b>Other</b>

Makeup Service:	Foundation Pref:
<b>Yes</b> <b>No</b>	<b>Liquid Mineral</b>
Lashes:	<b>Powder Mineral</b>
<b>Yes</b> <b>No</b>	<b>Airbrush</b>

Attendant's Name:

Hair Service: (Check one)	Extension Rental:
<b>Updo</b>	<b>Yes</b>
<b>Half Up</b>	<b>No</b>
<b>All Down</b>	

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