

BRIDEHEADS

MOBILE WEDDING HAIR & MAKE-UP SERVICE

SECOND CONTRACT - 2022

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. This holds for travel restrictions and reasons due to COVID as well. Once on contract, you become financially obligated.** 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. If this is a last minute booking, we reserve the right to charge a fee of \$50 for waiting to turn this in. We cannot guarantee we have staff free for last minute bookings and no detail contract submitted. 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. This cuts back on a lot of unnecessary paper usage. If you insist on turning it in via paper form, please submit a 2nd copy by email.
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. One payment only, no separate payments. 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 - \$95
 - Bridesmaid updo - \$85 • Half up - \$80
 - All down (no pins at all) - \$75-\$85 depending on length
 - Anyone with bob-length hair or shorter worn all down, no pins - \$75
 - Flower girls - \$70
 - Makeup application (airbrush or mineral foundation) - \$75
 - Strip lashes - \$17
 - Placing hair flowers for the wedding party or anyone else will cost \$5 per person. If this isn't noted in the contract, the cost will come off your deposit.
 - Clip-in extension rental - \$30-\$75 includes pre styling. 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. If you or anyone in the wedding party is interested in this service we will need to know several weeks in advance to ensure we have the correct color of hair available and prepped.
- *Please note: we do not offer blow outs, partial makeup applications or free eyelash applications for providing your own.

8. GRATUITY: 20% gratuity is added to your final bill. Please note that any scheduled events on Sundays, holidays, or holiday weekends, will have an increased gratuity of 30% due to above and beyond availability commitment from Brideheads contracted stylists and makeup artists.

9. TRAVEL FEE: Mileage is 1.00 a mile from each service providers home to the location. The number of providers is solely determined by your headcount. If we are traveling far from home like the Door County area, we require a hotel so we can come up the night before. Winter weddings with snow travel may require extra unforeseen charges of Ubers or SUV rentals.

10. PARKING CHARGES FOR BRIDEHEADS STAFF AT VENUE (when applicable): You are responsible for all parking fees/valet fees for our personnel. Often stylists/makeup artists will need to drive separately since they live in different areas, 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. This fee comes off your deposit.

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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. The same person who does your hair, will make adjustments, not a different person. If we need to take it down and redo it, a second same cost service will be charged. The same is for makeup services.
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 or even months 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. A full breakdown of charges will be sent to you to be approved before deposit is returned.
13. **WEDDING DAY ORDER OF SERVICES:** In 2020 we began making schedules for services on wedding day. We will send it ahead of time for you to approve and request us to rearrange. Please note, Any more then 3 time of schedule changes will result in a charge of \$10 per change. We recommend the bride going first or in the middle, but never at 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 time frame 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. We have one stylist that is very talented yet very fast so she actually does one person per 30 minutes. She is assigned where needed and cannot typically be requested because of this.
14. **PREPPING YOUR WEDDING PARTY-** Please make your wedding party aware of the following. They will need to arrive with clean, bone dry hair. Time is not allotted for blow drying hair and this is not included in pricing. We seldom even have driers 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 can discuss a plan of action. They will also need a clear picture of hair and makeup desired ready to go when they sit down. Closed eyes for makeup. Requests to "just do whatever", often end in people wanting things redone. Let's plan ahead for this.
15. **Extra early start time fees.** Often we are requested to get services completed very very early which causes us to have to begin very early. Most salons do not open until 8 or 9 am on a Saturday. So please understand that starting at 4 am or 7 am will come at an extra fee of \$20 per service provider. This will apply for any start time before 8 am.

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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:
Updo	Yes
Half Up	No
All Down	

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

Makeup Service:	Foundation Pref:
Yes No	Liquid Mineral
	Powder Mineral
Lashes:	Airbrush
Yes No	No Preference

Attendant's Name:

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

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

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	Powder Mineral
Lashes:	Airbrush
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Lashes:	Airbrush
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	Powder Mineral
Lashes:	Airbrush
Yes No	No Preference