
STRUCTURE SALON

HAIR • MAKE-UP • ON LOCATION

WEDDING HAIR AND/OR MAKEUP CONTRACT

INFORMATION:

WEDDING DATE: _____

BRIDE/GROOM'S NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

REFERRED BY: _____

PHOTOGRAPHER'S NAME/EMAIL ADDRESS/WEBSITE:

HASHTAG NAME FOR WEDDING:

(Please be sure to #Structure_Salon when posting any hair photos)

WEDDING DAY INFORMATION:

FINISH TIME: (Please allow time for driving, getting dressed, and photographs)

IF WEDDING IS ON-LOCATION, PLEASE PROVIDE THE NAME AND ADDRESS OF LOCATION
HAIR SERVICES WILL TAKE PLACE:

NAME AND SERVICES REQUESTED (Please indicate Up-Style, Blow Out, Airbrush Makeup, Traditional Makeup, Lashes)

BRIDE: _____

MOTHER(S): _____

BRIDESMAID(S): _____

JR BRIDESMAID(S):

FLOWER GIRL(S): (please list age)

OTHER:

WEDDING CONTRACT INFORMATION

CONTRACT/FEE DETAILS:

- A signed contract is required for all weddings to secure desired wedding date.
- A **non-refundable** deposit is due to hold the wedding day. There will be a deposit fee of \$100 for hair services (with or without makeup). There will be a deposit fee of \$50 for makeup services only. The fee will be applied to the bride's services the day of wedding. Deposits can be made by cash, check, or charge.
- Contract and deposit is due within **10 DAYS** of being issued. If a contract is not received within the 10 days, it is possible for another wedding to be booked on the desired date. Contracts can be emailed, mailed, or dropped off to the salon.
- All contracts require a credit card to be kept on file in the event of a cancellation or breach of contract.
- A completed contract will confirm and commit bride/bridal party to pay in full on the wedding day for the each service listed on contract.

INITIAL: _____

TRIAL APPOINTMENTS:

- A trial hair appointment is recommended for the bride, but not required.
- **Hair Trial Fee: \$75- per 90 minutes**
- **Makeup Trial Fee: Airbrush \$60, Traditional \$50 – per 60 minutes**
- We recommend scheduling trial appointments **AT LEAST** 30 days prior to the wedding day, if not sooner. Based on availability, the actual appointment may be up to 2 weeks before the wedding day.
- Bride is responsible for scheduling all trial appointments.
- Trial appointments will take place at Structure Salon.

INITIAL: _____

WEDDING DAY LOGISTICS:

- To ensure completion of all services in the contracted amount of time, a schedule of services and times will be provided by Structure Salon.
- Bridal party **MUST** be present and on time. If bridal party is not on time or prepared, all services scheduled may not be completed in the time allotted. For all services scheduled and not completed, the credit card on file will be charged.
- The first scheduled appointment **MUST** be present and prepared to start at least 15 minutes before scheduled time.
- In the event a stylist/artist stands idle or is made to wait due to unpreparedness, a fee of \$50 (per every half hour after the final finish time) will be charged to the card on file.
- We require all up-style services (unless scheduled for a blowout or other service) to have hair **CLEAN** and **DRY** before appointment start time, in order to keep on schedule. Up-styles services **WILL NOT** allow time for blow drying wet hair. If such a case arises and time permits, a fee will apply to blow dry. If no time permits, the service will be forfeited and the charge for up-style will still apply.
- Button down, zippered, or loose fitting shirts are recommended to ensure hair stays intact when changing.

WEDDING DAY LOGISTICS cont. :

- There will be a 2.75% service fee added to all credit card payments made on the event day.
- Bridesmaids styles pertain to up styling, half up, down with loose curls, braids, etc...
Majority of bridesmaid styling takes about the same timing to ensure longevity.

INITIAL: _____

Travel Fees:

- There is no travel charge for weddings booked within 10 miles of Structure Salon in Saint Charles, IL. On location prices listed on contract will apply.
- Distances greater than 10 miles from Structure Salon in Saint Charles require a **\$30** artist travel fee. **15-20** miles require a **\$40** travel fee. **20+** miles require a **\$50+** travel fee.
- Bride is responsible for parking fees and/or any hotel accommodations the stylists/artists may encounter on wedding day at designated location.

INITIAL: _____

Cancellation Policy:

- If you must cancel, a cancellation may be taken **NO LATER** than **6 months** before contracted wedding date.
- In the event of a cancellation without a 6 month notice, bride/bridal party will be responsible for **ALL** services listed on signed contract and card on file **WILL** be charged.

INITIAL: _____

"I, _____ (print name) understand and agree to all the terms conditions stated in the above contract. I grant my permission to Structure Salon to use any photos or names in any print, websites, social media, or marketing materials."

Credit Card info:

Credit Card # _____ Exp Date: _____

SCS # _____

"I, _____ (print name) authorize Structure Salon to process my credit card on file, in the event of a cancellation less than 6 months before my contracted wedding date, and/or breach of contract. (idle time, running late, parking fees, etc.)

** Please initial if you would like to use the card on file for your deposit. INTIAL: _____

Bride Signature: _____ Date: _____

Stylist Signature: _____ Date: _____

Please feel free to contact Structure Salon with any questions you may have.

STRUCTURE SALON

Brandy Bialek – Owner / Stylist / Makeup Artist