



208 and 210 Commack Road  
Commack New York 11725  
[www.HealthandRelaxation.com](http://www.HealthandRelaxation.com)  
631.462.HAND (4263)

## Spa Facility Agreement

Date of Party: \_\_\_\_\_ Time of Party: \_\_\_\_\_ Appr. Length of Party: \_\_\_\_\_  
Captain: \_\_\_\_\_ Day Tele: \_\_\_\_\_ Eve Tele: \_\_\_\_\_

*We look forward to extending you a relaxing, fun filled party. Please be assured we will do all we can to make you feel relaxed, refreshed and renewed by the end of your day. Please carefully read the following agreement, sign and return / or fax (631.462.1029) as soon as possible, so that we may accommodate your desired services.*

*Thank You, Marla Kaplan-Pelle, LMT, CLT, Director*

### Our Policies

*The scheduled services for your group are reserved and staffed according to your requests. Therefore, we strictly adhere to our cancellation policy for parties.*

- A \$200.00 deposit is required to reserve the date and time and to lock in the prices. The length of time for each session must be decided and the approximate amount of guests must be given at this time. A minimum of \$100.00 (does not include food or gratuity) for each guest will apply. There is a minimum of 5 guests. Cancellations more than 2 weeks prior to party date will be given a complete refund **except for a \$100.00 set-up fee**. Cancellations less than 2 weeks prior to party will be charged 50% of full service up until 2 days prior to date in which there will be no refund.
- Final Payment: All guests must choose their types of sessions and confirm them with a credit card at least 2 weeks prior to the party date. Changes may be requested up to 2 days before the party at which time your card will be charged and the services will be locked in.
- Refunds will not be given for any cancellations 2 days prior or less to the party, unless medical documentation from a licensed physician is received.
- Please be aware that there are contraindications for Massage Therapy sessions and for additional services. The paperwork we have provided you for your guests includes a Medical History. We ask that these be returned at least 2 weeks prior to your party so that we may properly accommodate all of your guests. We cannot be responsible for any cancellation of services due to a lack of a proper medical history prior to the sessions.
- Pre-paid packages, gift certificates, coupons, etc. are not accepted for SPA Party payments.
- A Hostess Fee of \$15.00 per hour may apply depending on the day, time and amount of guests.
- Gratuity Policy-For our guests' convenience, we automatically add a 20% gratuity to their credit card when services are charged, so you will not have to be concerned with it on the day of your SPA Party. Guests will have the discretion to adjust these gratuities based upon the level of service received. This includes the option to adjust gratuities (up or down) for any reason. In order to do so, the guest will need to call the Director or Event Coordinator within 24 hours after the party.

I understand and agree to all the above policies. If anyone in my party fails to cancel within 48 hour notice or does not show for their reservation, I will lose my deposit and my credit card will be charged the full amount of this reservation.

Signature \_\_\_\_\_ Date \_\_\_\_\_