Tara's at Moss Creek P. 843-837-5588

1533 Fording Island Road Ste 312 F. 843-837-5586

Hilton Head Island, SC 29926

www.tarasatmosscreek.com

Special Event Contract

Please print and review this form in its entirety. Once complete, fax it back to the number provided above at <u>least one month prior to your event</u>. This will allow Tara's to sufficiently plan for the services you have requested. Thank you for your cooperation and we look forward to making your special event a memorable one!

Name:	Phone:		
Email:	Fax:		
Mailing Address:			
	(wedding,birthday,corporate event, other)		
Event Date:			
Time all services must be	completed by:		
Services Requested: Pleas	e place a checkmark in boxes provided below.		

Name	Formal Style	Express Blowout	Makeup	Eyes Only Makeup	Lashes Add On

Please refer to our wedding service glossary so that you can choose the service that best suits you.

Service Descriptions:

Formal Style - designed for hair chin length or longer. If wanting hair to be up, partial up, down, adding curls, waves or making smooth, this is the service for you.

Express Blowout – designed for hair above chin length. For example, Mother of Bride, Mother of Groom, Grandparents or anyone with short hair. If wanting a full head of curls/waves, please refer to formal style.

Eyes only makeup – you prep your makeup and our makeup artist will finish your eyes, making your make-up complete.

Lashes add on – strip lash extensions that can be removed that night or next day.

Terms & Conditions:

- I. A check is required to reserve the services you have requested.
- II. A NON-REFUNDABLE deposit of half the price of services requested will be required upon receipt of contract.
- III. The remaining balance of all services will be paid IN FULL EXACTLY 7 DAYS prior to the service date (except on Sundays). This policy is enforced to ensure that the time, staff and resources we assign to your event are securely in place. This policy protects you. Changes to the services can be made up until the 7-day period without penalty. Services that are CANCELED within 7 days prior to your event forfeit the deposit. Services that are CHANGED (e.g., updo instead of blow/dry/style) are allowed within reason and assuming we can accommodate such requests.
- IV. An 18% gratuity charge is added to all special event parties.
- V. PRIOR TO THE 7 DAY PERIOD, the Events Coordinator will send you the final event schedule via email or fax, including the agreed-upon services, schedule times, staff assignments and total amount due for all services. You will be expected to review and approve the Event Schedule prior to the 7-day period.
- VI. The Event Coordinator will work closely with you to ensure that your services are well accommodated and any concerns alleviated.

Special Note: Tara's hosts dozens of special events each year. We take pride in creating seamless and enjoyable experiences for local residents and visitors from all over the world. We guarantee exceptional customer service, experienced and licensed staff, an inviting atmosphere and special attention to details. We look forward to hosting your event!

PLEASE PRINT CLEARLY

I, (print name)	, hereby agree to the Terms and
Conditions above.	
Client Signature:	Date:
Stylist Signature:	Date: