

FACE + BODY STUDIO

Suite



RENTAL INFORMATION AND BOOKING AGREEMENT

The Suite

PRIVATE SPA DAY

We are excited to be able to offer you a day away from it all with those you care about all under one roof in your own private retreat.... right here on the South Shore!



Our private suite allows you to enjoy any combination of a variety of health and wellness services customized to your group's interests and needs.... all while viewing the beautiful artwork of local artists!

Allow us the opportunity to customize a day of wellness for you... the options are limitless.

- Spa services such as massages and facials- and much more!
- Small group training/fitness classes
- Private spin, barre or yoga classes
- Catered food from your favorite local establishment
- Reservations in our Sauna or Relaxation Room



THE SUITE DETAILS

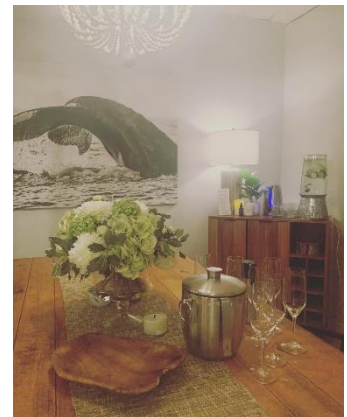


Our private retreat space can comfortably accommodate a group of up to 8 people.

- Private events are scheduled during our regular hours of operation and we will make every attempt to accommodate the specific needs of your event.
- Your event is scheduled to your convenience based on the number of guests and service requirements. We will work with you to customize the perfect day.
- The Suite has a kitchen with a sink, microwave, toaster oven and full size refrigerator as well as utensils and glassware. An ice bucket is available upon request.
- There is a changing room and lockers for your convenience while using The Suite to change before and after services.
- A shower is also available for use upon request. Please let us know in advance of your visit with us if this is something you think you will need.

FOOD AND BEVERAGE:

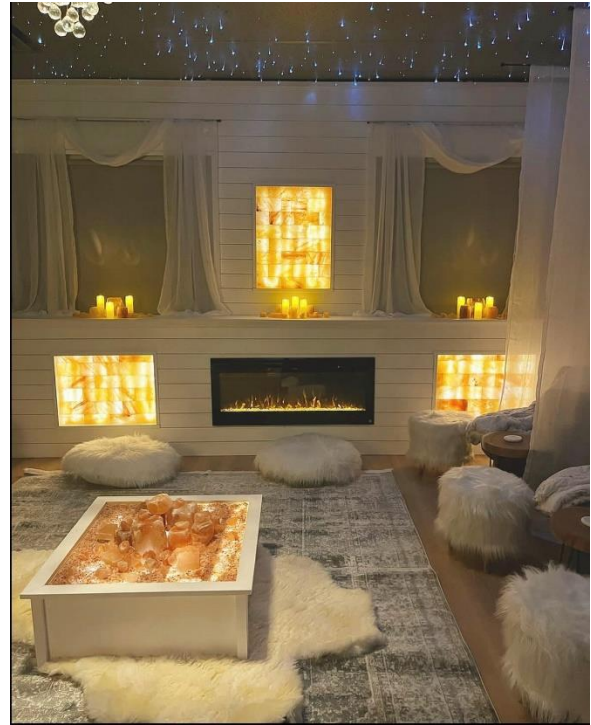
You are welcome to bring your own food and beverages or have a caterer or restaurant arrange for delivery to The Suite for your event. We ask that deliveries are made no more than 30 minutes from the start of your event. Please let us know if we can help with a list of local caterers we have worked with in the past.



THE RELAXATION ROOM:

The Relaxation Room is available for all spa guests to use before and after treatments. This is a quiet area and we ask that if you choose to use The Relaxation room that it is only for the quiet enjoyment of that space, not as a gathering spot for groups. There is seating for 7, and reservations are required and can be added to your itinerary with us.

Please Note: Food and Beverages are not allowed in the Relaxation Room



THE SAUNA:



Face + Body Studio has one of the only Infrared Saunas in the area. The Sauna can accommodate up to 4 guests at a time. There is an additional fee for the use of the sauna, and it can be included in your day's itinerary. This is a great option for before or after a massage.

RENTAL RATES:

The Suite must be booked with services, it cannot be rented on its own.

Weekdays : \$350.00

Saturdays: \$375.00

A FEW THINGS WE ASK:

- Please make sure your group arrives and checks in 20-30 minutes prior to their services
- Please be sure that everyone check out at or before our closing time. If the event runs late and our staff has to stay late to clean up and check people out after closing we have a \$200.00 late fee as this is overtime for our employees.
- When checking out, please try to stagger checkouts as we can only process one transaction at a time. When a large groups come at one time it can be overwhelming for our desk staff as well as you, our guest.

DEPOSITS:

A deposit of \$175.00 is required at the time of booking to reserve The Suite. This is a non-refundable deposit if there is less than one week's notice of cancellation. The deposit will be deducted from the final payment. The remaining balance of the room rental will be due at the time of check-out on your event date.

CANCELLATION POLICY

Suite Rentals must give at least 7 days' notice to avoid a cancellation fee. If the event is canceled with less than 7 days' notice, we will retain the deposit. If the event is canceled with less than 72 hours' notice, we will charge the credit card used for the deposit for 50% of the services booked and retain the initial deposit. If the event is canceled with less than 48 hours' notice, we will charge the card for all services booked.

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PRIVATE EVENT SCHEDULING

EVENT SCHEDULING FORM

PRIMARY GUEST: _____

ADDRESS: _____

CELL # _____ EMAIL _____

EVENT DATE _____ TIME _____

EVENT TYPE (SPECIAL OCCASION?)

EVENT SPECIAL REQUESTS / NOTES

GUESTS - FULL NAMES

SERVICE 1

SERVICE 2

GUEST SPECIAL REQUESTS / NOTES

FOOD AND BEVERAGE:

Will you be having food brought in by a Caterer or local Restaurant? Y N

Name of Restaurant/Caterer if known: _____

Anything we should be prepared for with the food?

DEPOSITS:

A deposit of \$175.00 is required at the time of booking to reserve The Suite. This is a non-refundable deposit if there is less than one week's notice of cancellation. The deposit will be deducted from the final payment. The remaining balance is due on the day of your event.

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CANCELLATION POLICY ACKNOWLEDGEMENT AND BOOKING

We are excited to reserve this time for you and your event in The Suite . In the event of a large cancellation, we need ample time to try to rebook any cancelations. As such, any services booked for guests of The Suite must give at least 7 days' notice to avoid a cancellation fee for the Suite and 72 hours notice on cancellation of any services booked for that day. If the event is canceled with less than 7 days' notice we will retain the deposit. If the event is canceled with less than 72 hours' notice we will charge the credit card used for the deposit for 50% of the services booked and retain the initial deposit. If the event is canceled with less than 48 hours' notice we will charge the card for all services booked.

Reservation Information

Card Type: MC VISA AMEX DISCOVER (Circle One)

Name on Card: _____

Credit Card # _____

Expiration Date _____

Security Code _____

Billing Zip Code _____

I the undersigned authorize Face + Body Studio to charge my card for the deposit and any cancellation fees (only if applicable)

Signature _____

Printed Name _____

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Thank you for considering Face + Body Studio for your event!

If you have any questions or would like to arrange a private tour please email us at fsbsmarshfield@gmail.com. We would be more than happy to discuss any questions you may have.

If you would like to move forward with scheduling your event please return the 4 pages if the event scheduling form and credit card authorization to us so that we may start the process of planning the perfect day for your group!

We look forward to welcoming you to Face + Body Studio.

Face + Body Studio

696 Plain St.

Suite 4

Marshfield, MA 02050