



# Academy Glam



*Beauty - Inspiration - Education - Transformation*

Thank you for inquiring about our makeup and hair services! Please read over our policies below.

1. **Deposit Policy:** We require a valid working credit card to secure your deposit even if you pay by check. We receive many inquiries a year and dates do fill up quickly. Therefore we require a \$200 non-refundable deposit along with this signed service agreement. The \$200 deposit will go towards your wedding services. We then would be glad to reserve your date!
2. **Minimum Policy:** There is a minimum of \$100 in services to hold a booking. This does not include parking fees.
3. **Parking Fee:** Bride will pay valet cost for all artists if easy parking is not accessible.
4. **Booking Policy:** You may add more people receiving services. A final head count is due 14 days prior to the wedding date. Total payment is due 1 week prior to the wedding date.
5. **Cancellation Policy:** You may cancel your services at anytime prior to 2 weeks of the wedding date. However your deposit will not be refunded. 50% will be charged to your credit card should the cancellation take place within 2 weeks prior to the wedding. In the event of sickness, accident or other reasons beyond control, other artist(s) will be provided for your booking.

**By signing this agreement, I have read and understand the above policies. I will abide by this agreement.**

**\*Would you like to take care of the gratuity now?**

**Amount per artist:** \_\_\_\_\_

**Total without gratuity:** \_\_\_\_\_

**Total with gratuity:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Amount Charged:** \_\_\_\_\_

**CVC code:** \_\_\_\_\_

**Billing address for credit card:**

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_