

Neate Beauty Neate Beauty

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PAMPER/HEN PARTY BOOKING FORM

NAME:.....

ADDRESS:.....

TELEPHONE:..... EMAIL:.....

DATE OF PARTY:.....

VENUE IF DIFFERENT FROM ABOVE:.....

.....

Type of Party Required	Total Number of Ladies	Times Required
EVENING PARTY - 3 HRS ONLY - MINIMUM OF 6 LADIES, CHOICE OF TWO 30 MIN TREATMENTS £40.00 (IF MORE THAN 6 LADIES SOME WILL ONLY HAVE ONE 30 MIN TREATMENT £20.00 EACH)		7 pm To 10 pm
DAY PARTY - 3 HRS MINIMUM MINIMUM OF 6 LADIES, CHOICE OF TWO 30 MIN TREATMENTS £40.00		

NON-REFUNDABLE DEPOSIT TO SECURE PARTY DATE £20.00 PAID
(CHEQUES MADE PAYABLE TO NEATE BEAUTY)

SIGNED:..... DATED:.....

TIPS FOR HOSTESS

We wanted to make arranging a party as easy as possible for you so we have put together an easy step by step guide.

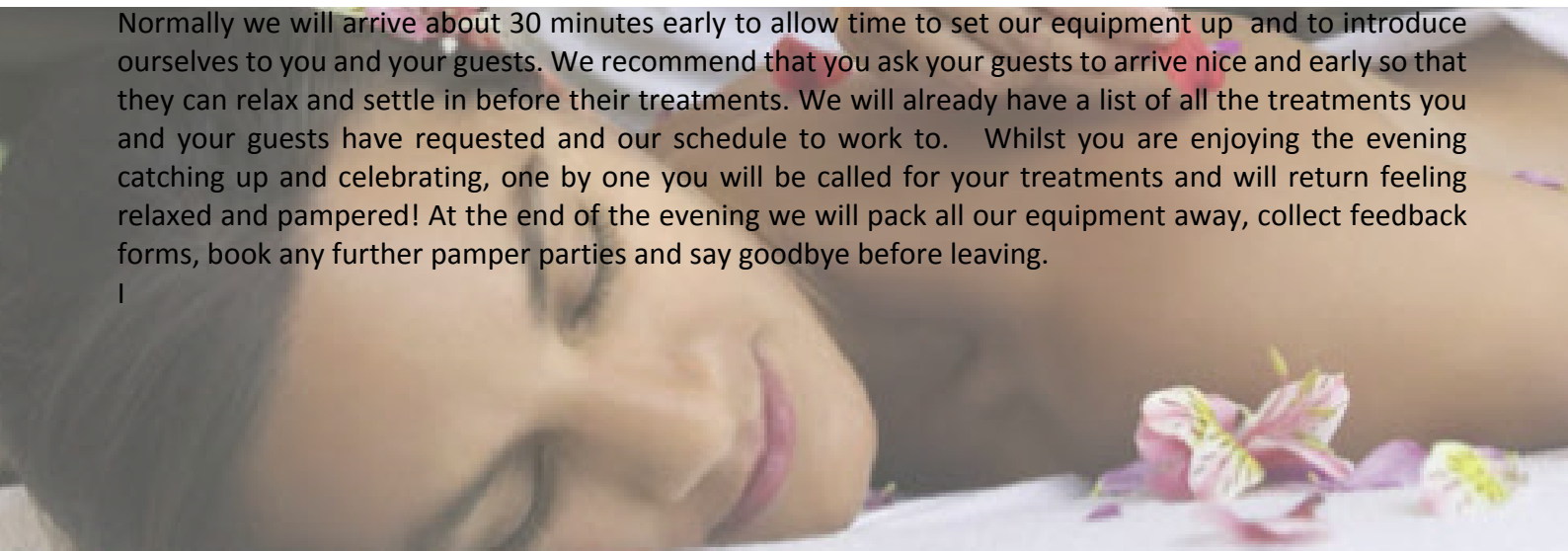
How to Book

- 1. CHECK DATE AVAILABILITY** - Decide when you and your friends would like to have a party, have a few dates to choose from and contact Rachel on 07772093451 or email rachel@neatebeauty.co.uk. We will then send you a booking form.
- 2. RESERVE YOUR DATE** - To reserve your date you will need to pay a non refundable deposit of £30.00 to secure your booking and send this along with the booking form to the above address. The deposit can be paid by cheque made payable to 'Neate Beauty'.
- 3. SEND OUT INVITATIONS** - You will receive a letter of confirmation, a receipt for your deposit, your official invitations, a list of medical conditions that we have to consider when carrying out a treatment and the list of beauty treatments with a Schedule. The invitations will have a list of beauty treatments on the the back, send these out to all your guests so that they can choose the treatments they would like to have in advance.
- 4. PAY THE BALANCE** - The remainder of the balance is due two weeks prior to the party. Confirmation of the number of guests attending and their choice of treatments will also be required at this time. Don't worry about filling out the Schedule, that is for you to be able to see the time slots available. We will do the Schedule for you and bring it with us. If someone is wanting a particular time slot then let us know.
- 5. ENJOY THE PARTY** - Ensure you have adequate space at your venue for us to work in, provide light snacks and refreshments for your guests and then sit back, relax and enjoy your party!

What Happens at a Pamper Party?

Normally we will arrive about 30 minutes early to allow time to set our equipment up and to introduce ourselves to you and your guests. We recommend that you ask your guests to arrive nice and early so that they can relax and settle in before their treatments. We will already have a list of all the treatments you and your guests have requested and our schedule to work to. Whilst you are enjoying the evening catching up and celebrating, one by one you will be called for your treatments and will return feeling relaxed and pampered! At the end of the evening we will pack all our equipment away, collect feedback forms, book any further pamper parties and say goodbye before leaving.

1



Creating a calming atmosphere for your Party

- Make sure the room is a comfortable temperature.
- Try to have the room nice and tidy.
- Lightly scented candles and soothing music will help create a relaxed mood.
- If possible have a separate room for the massages and facials to take place.
- Ensure your guests arrive about half an hour before treatments are due to start.
- Our minimum number of ladies is six, including the hostess. If inviting more ladies, we advise that you only invite a number of people that can comfortably fit in your home.
- We recommend that you provide drinks, some healthy nibbles and snacks.

Frequently Asked Questions

Can pregnant ladies have treatments?

There are certain treatments that could be harmful to the mother and baby so these treatments will not be carried out. There are also other medical conditions that would prevent certain treatments to be carried out. We have what is called a list of Contra-indications that we send out to you, together with the invitations and treatment lists for your guests, which will highlight all the medical conditions that we need to consider when choosing what treatments to have. For more information on this subject then please contact Rachel.

How much alcohol do you recommend?

If you are planning on having a relaxing massage treatment then we would recommend that you do not become intoxicated before the treatment. The reason for this is that massage treatments, and the effects they have on the body when combined with excessive alcohol, can dramatically slow down your reflex system, and can cause headaches, nausea and dizzy spells. We will treat intoxication as a contra-indication that will prevent us from carrying out any treatments.

Do I need to supply anything?

We recommend that you supply refreshments for your guests. As far as equipment goes, you don't need to supply a thing as we will provide everything we need even towels! However we will need access to power points and hot water.

How much room is needed?

If you have a separate room where the massages and facials can be carried out in private then that would be ideal. The room should be big enough for a massage couch to be put up otherwise just a quiet area will do. All other treatments can be carried out in the same room as the party if you wish, providing there is enough space for a manicure table.

What kind of clothing should we wear?

Make sure you and your guests wear loose, comfortable clothing, so that you can relax more easily you could even wear your comfy slippers and fluffy dressing gowns if you wish!

TREATMENT LIST & SCHEDULE FOR PAMPER DAY

Rachel

Express Facial 30 mins - Cleanse, Tone, Exfoliation, Mask and Moisturise to suit your individual skin type. Complimentary Hand and Arm Massage whilst mask is on.

Shoulder, Neck, Face and Scalp Massage 30 mins- using pre-mixed aromatherapy oil.

Back Massage 30 mins - using pre-mixed aromatherapy oil.

Caroline

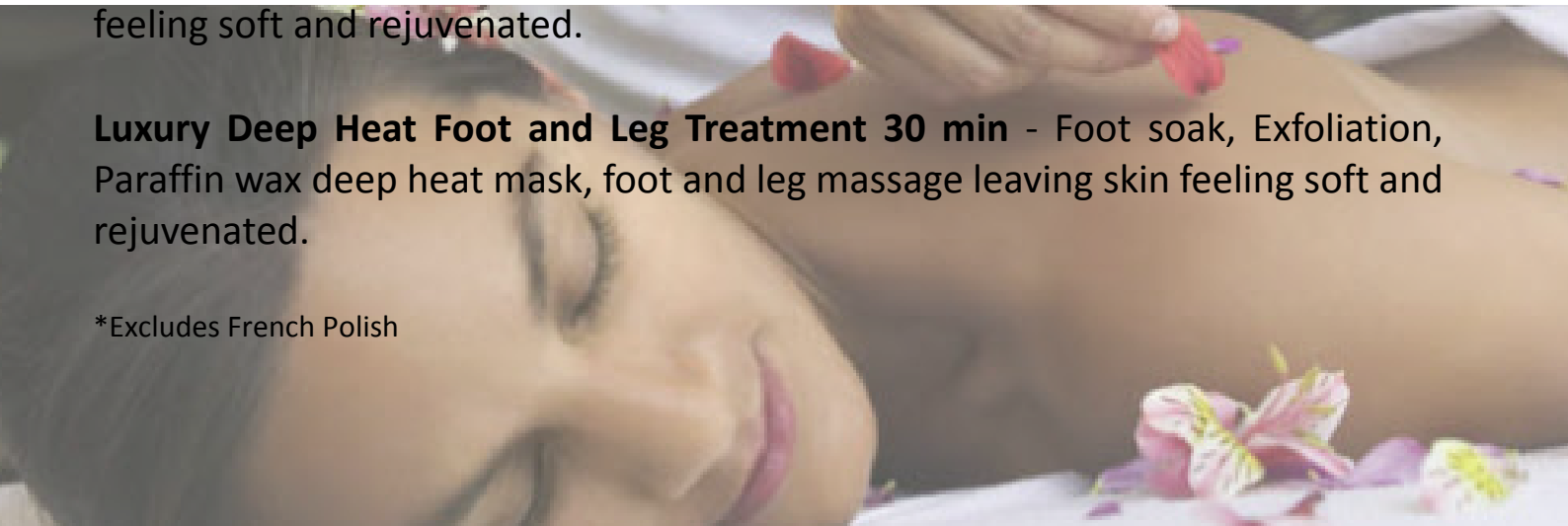
Mini Manicure 30 mins - cuticle work, shape and polish.*

Mini Pedicure 30 min - Foot soak, shape and polish.*

Luxury Deep Heat Hand and Arm Treatment 30 min - Exfoliation of the hands and arms, Paraffin wax deep heat mask, hand and arm massage leaving skin feeling soft and rejuvenated.

Luxury Deep Heat Foot and Leg Treatment 30 min - Foot soak, Exfoliation, Paraffin wax deep heat mask, foot and leg massage leaving skin feeling soft and rejuvenated.

*Excludes French Polish



Rachel			Caroline		
Time	Name	Treatment	Time	Name	Treatment
1 pm			1 pm		
1.30 pm			1.30 pm		
2 pm			2 pm		
2.30 pm			2.30 pm		
3 pm			3 pm		
3.30 pm			3.30 pm		

Contra-indications that may prohibit treatments being carried out

Facial Treatments: Skin Diseases; Bruising; Recent Haemorrhage; Swelling; Warts; Recent Scar tissue; Cuts/Abrasions; Eye infections; Recent operation; Undiagnosed Lumps; Cold Sores; Impetigo; Boils; Allergies.

Manicure/Pedicure: Severe nail infections; Severe Skin Conditions; Paronychia (inflammation/pus); Skin Disease/ringworm; Warts; Cuts/Abrasions; Allergies; Viral infections; Severe Nail Separation; Severe Burning; Swelling; Athlete's foot; Chilblains; Verrucas.

Massage: Cancer; High Blood Pressure; Hardening of the Arteries; Osteoporosis; Severe Asthma; Epilepsy; Heart Disease; Circulatory Problems; Lung Disease; Spastic Conditions; Muscular Disorder; Abdominal Massage During Pregnancy; Suffering from IBS; Skin Disease/infections; Allergies, Diabetes.

Terms and Conditions

BOOKINGS:

A non refundable deposit of £30.00 is required in order to secure the date for your party. Until the deposit payment is received, your booking is considered as provisionally booked and is therefore available for other parties to be booked. If a provisional booking is made at a previous party then that booking must be secured and confirmed within 1 month.

CANCELLATIONS:

Cancellations for an entire Pamper Party must be made no less than 1 week prior to the date of the party, with a non-refundable deposit. Cancellations for any individual guests must be made no less than 48 hours prior to the date of the party. We will be unable to issue a refund for no-shows. In the unlikely event that Rachel and Caroline have to cancel a full refund will be returned.

PRIVACY STATEMENT:

All customer details will be held as confidential and shall not be disclosed to any third party. Our policy is to treat each and every customer with the utmost respect, privacy and professionalism.

LIABILITY:

We are both trained and qualified to high standards, obtaining recognised qualifications in the beauty industry. Copies of certificates can be obtained if requested. We are members of the Guild of Professional Beauty Therapists and insured separately by them, with full cover for Public and Liability Insurance for your total peace of mind.

IMPORTANT NOTE:

We uphold strict professional and ethical standards. Any illicit or sexually suggestive remarks or advances will result in immediate termination of services and further actions may be taken.