



# BRIDAL MAKEUP

## Contract

Thank you for your interest in Brides by Insignia for your wedding day makeup services. Please complete and return this form with a deposit of 50% of the total cost at least 90 days prior to your wedding date. This is required in order to secure and lock-in the desired date. The full balance is then due 7 days prior to the wedding date. Please feel free to contact me with any questions or concerns you may have. I look forward to working with you.

**Bride's Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_ **Ceremony Start Time:** \_\_\_\_\_

**Wedding Ceremony Location:** \_\_\_\_\_

**Reception Location:** \_\_\_\_\_

**Makeup Location:** \_\_\_\_\_

**Time to be Ready By:** \_\_\_\_\_

**Allergies:** \_\_\_\_\_

### CONTRACT TERMS

This Wedding Makeup Service Contract outlines an agreement and includes all contractual obligations made between BRIDES BY INSIGNIA hereinafter referred to as "Artist", "I", "My" or "Me" and \_\_\_\_\_ (Name) hereinafter referred to as "Client", "You", "Your" or "Yourself" on \_\_\_\_\_ (Date).

**Bookings:**

Your appointment date and service will be secured when the signed contract and deposit are received.

**Payments:**

A retainer fee of half of the collection amount is due at the time of booking; this payment is non-refundable and must be paid in order to secure your event day. Last half needs to be paid a week before the event day, unless otherwise agreed upon. Payments can be made via Zelle. Details; Oluwatomi Odunuga, 8729851114. Client whose name appears in this contract is responsible for the entire balance of payment.

**Travel:**

Travel fees are charged starting from \$50 and up depending on the distance in miles. Fees will be equivalent to the prevailing UBER rates on the day of the appointment. Hotel accommodation the night before scheduled appointment will be required and will be included in final costs for any travel more than 50 miles to the location.

**Miscellaneous Fees:**

All costs incurred for delivery of this service are to be paid for by the client. These may include, but not limited to: extra makeup artist for large party size, airfare, hotel accommodation, parking, valet, tolls. etc. Where such costs are incurred, the amount will be included in a supplementary bill which will be issued 7 days after the wedding and due within 30 days.

**Delays:**

Please have a clean washed face and be prepared to start when I arrive. This is very important so we can stay on schedule and I can finish applications in the allotted time. A late fee of \$25.00 will be charged for every 30 minutes of delay if you are late for the scheduled time, or if the scheduled makeup application exceeds the allotted time due to client delays. I can/ will work with your hairstylist or photographer in coordinating the schedule where required- with ample notice.

**Photography:**

Photos or videos may be taken for promotional use and advertising purposes on my website, portfolio, social media, brochure, etc. You agree to me taking and using such images as described and release any and all claims regarding use. Where photos/videos are taken by a professional photographer/ videographer, they will be contacted to release the photographs/recordings. Full credit will be given to them for their work. This signed agreement serves as a release authorization for such materials.

**Confidentiality:**

All information provided by the client shall be treated with the requisite confidentiality and will only be available to the Artist and any other relevant party you agree to e.g. photographer or hairstylist. Your personal details will not be made available to any other party without your express agreement.

**Liability:**

All brushes, tools, and makeup products are kept sanitary and are sanitized between every makeup application. Makeup products used are hypoallergenic. Any allergies and/or skin conditions should be reported prior to application and if necessary, a sample test of makeup may be performed on skin to test reaction. The Client agrees to release the Artist from liability for any skin complications due to allergic reactions.

**Method of Cancellation/Rescheduling:**

In the event of a cancelled or rescheduled event, BRIDES BY INSIGNIA requires a notification in writing 30 days prior to the original event date. If cancellation happens after the 30 day deadline the Client is responsible to pay the full amount. This is the only method of cancellation I will accept. The down payment is non-refundable in any case of cancellation.

### **Client Responsibilities:**

It is the Clients responsibility to provide a safe and adequate working environment for the Artist. The environment should be a safe space, free of harassment, harm or discomfort of any kind. The location must include:

- Lots of natural or lamp lighting
- Enough space
- Outlets
- Table for makeup and brushes
- Enough chairs
- Insurance
- Maintaining clear communication

The Artist reserves the right to terminate this contract immediately for any breach of terms, and the contract will become void and all monies given are non-refundable. This booking arrangement cannot be changed after the Artist has arrived for the appointment.

By signing this document, you agree to have your appointment scheduled under the Terms and Conditions of this contract.

Makeup Artist: \_\_\_\_\_ Date: \_\_\_\_\_

Client: \_\_\_\_\_ Date: \_\_\_\_\_