



BRIDAL MAKEUP & HAIRSTYLING

Service Contract

Thank you for your interest in Brides by Insignia for your wedding day makeup and hairstyling services (**The Signeye Collective**). Please complete and return this form with a retainer fee 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 us 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: _____

Getting-Ready Location: _____

Time to be Ready By: _____ **Reception Start Time:** _____

Allergies: _____

Total Cost of Services: _____ **Retainer Fee Paid (Amount \$):** _____

CONTRACT TERMS

This Bridal Makeup & Hair Service Contract outlines an agreement and includes all contractual obligations made between BRIDES BY INSIGNIA hereinafter referred to as "Artist & Hairstylist", "We", "Our" or "Us" and _____ (Name) hereinafter referred to as "Client", "You", "Your" or "Yourself" on _____ (Date).

THE SIGNEYE COLLECTIVE (BRIDAL MAKEUP & HAIR)

Bridal Hairstylist Start Time: _____

Makeup Artist Start Time: _____

Bookings:

Your appointment date and service will be secured when the signed contract and retainer fee 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; INSIGNIA BEAUTY PRO LLC. Zelletag: insigniabeautypro. Client whose name appears in this contract is responsible for the entire balance of payment.

Travel:

Travel fees are charged starting from \$120 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 or hairstylist 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 we arrive. This is very important so we can stay on schedule and we can finish makeup applications and hairstyling 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 and/or hairstyling time exceeds the allotted time due to client delays. We can/ will work with your wedding planner and photographer in coordinating the schedule where required- with ample notice.

Photography:

Photos or videos may be taken for promotional use and advertising purposes on our website, portfolio, social media, brochure, etc. You agree to us 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, Hairstylist and any other relevant party you agree to e.g. photographer. Your personal details will not be made available to any other party without your express agreement.

Liability:

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

Method of Cancellation/Rescheduling:

By Client: 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 we will accept. The down payment is non-refundable in any case of cancellation. To be eligible for a full refund of the down payment in the event of a client-initiated cancellation, the client must submit a written cancellation request no later than six (6) months prior to the scheduled wedding date. A full refund will only be granted if the original date is rebooked by another client at the same service level within this six-month timeframe. If the date remains unbooked or is booked at a lesser value, the retainer is non-refundable and will be retained as liquidated damages for loss of business.

By The Artist or Hairstylist: If the Artist or Hairstylist is unable to fulfill the services due to illness, emergency, or other unforeseen circumstances, a full refund will be issued to the Client. The Artist will make reasonable efforts to find a qualified substitute makeup artist or hairstylist for the event.

Client Responsibilities (For On-Site Bridal Makeup and Hairstyling Services):

It is the Client's responsibility to provide a safe and adequate working environment for the Artist and Hairstylist. 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 hair products, brushes and hairstyling tools
- Enough chairs
- Insurance
- Maintaining clear communication

Force Majeure

Neither Party shall be held liable for delays or failure to perform its obligations under this Agreement due to circumstances beyond its control, including but not limited to acts of God, government regulations, terrorism, strikes, or natural disasters.

The Artist and Hairstylist 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 and Hairstylist 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:** _____

Hairstylist: _____ **Date:** _____

Client: _____ **Date:** _____