

# HEADLINES MOBILE HAIR AND MAKEUP

HAIR - MAKE-UP - ON LOCATION

## WEDDING HAIR AND/OR MAKEUP CONTRACT

### INFORMATION:

Wedding Date: \_\_\_\_\_

Bride's Full Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Photographer's Name/Email/Website: \_\_\_\_\_

### WEDDING DAY INFORMATION:

Location of hair & make-up services: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Start time for hair and makeup: \_\_\_\_\_ End time: \_\_\_\_\_

Notes: \_\_\_\_\_

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### NAME AND SERVICES REQUESTED

BRIDE(S) \_\_\_\_\_  Hair  Makeup

\_\_\_\_\_  Hair  Makeup

MOTHER(S) \_\_\_\_\_  Hair  Makeup

\_\_\_\_\_  Hair  Makeup

### BRIDESMAIDS

1. \_\_\_\_\_  Hair  Makeup

2. \_\_\_\_\_  Hair  Makeup

3. \_\_\_\_\_  Hair  Makeup

4. \_\_\_\_\_  Hair  Makeup

5. \_\_\_\_\_  Hair  Makeup

6. \_\_\_\_\_  Hair  Makeup

7. \_\_\_\_\_  Hair  Makeup

8. \_\_\_\_\_  Hair  Makeup

### JR BRIDESMAID(s) - Please use for ages 5 to 10 years old

1. \_\_\_\_\_ Age \_\_\_\_\_  Hair  Makeup

2. \_\_\_\_\_ Age \_\_\_\_\_  Hair  Makeup

### FLOWER GIRL(s): - Please use for ages 4 and younger

1. \_\_\_\_\_ Age \_\_\_\_\_  Hair  Makeup

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### CONTRACT DETAILS

- A signed contract and a **non-refundable** deposit of \$250 are due to hold the desired wedding date
- The deposit is deducted from the total amount for the wedding day services. Deposits can be made by cash, Venmo, check or credit card.
- Contracts can be emailed, mailed, or dropped off at the salon.
- Wedding day invoice payment is due in full no later than 45 days prior to your wedding day.
- Payment for trials is due 14 days prior to the scheduled date of the hair and/or makeup trial.
- All contracts require a credit card to be kept on file in the event of cancellation or breach of contract.
- There will be a 5% service fee added to all credit card payments.
- To avoid credit card fees, Venmo payments are accepted and encouraged. The QR code for the Venmo account is on the last page of this contract and will be on all invoices sent. Please send as payments between friends or else Venmo charges a fee which will be transferred to you. For Zelle payments, please use email; nardahairstylist@gmail.com
- Holiday/holiday weekends prices will be increased by 10% for each service provided.
- Extra charges for early start services that begin before 7 am (\$35 per stylist/artist) 7am to 8am start (\$20 per stylist).
- A completed contract will confirm and commit the bride/bridal party to pay in full for each service listed on the contract.

INITIAL: \_\_\_\_\_

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## TRIAL APPOINTMENTS:

- Trial appointments for hair and makeup are strongly recommended for the bride as this reduces wedding day stress.
- Hair Trial Fee: \$153.00.
- Makeup Trial Fee: \$153.00, eyelashes are included in the makeup price.
- We recommend scheduling trial appointments **AT LEAST** 30 days prior to the wedding day, if not sooner. Ideally, it is **BEST** to schedule your trials on the same day as and before your dress fitting.
- The bride is responsible for scheduling all trial appointments.
- Trial appointments will take place at Headlines Studio or at times the makeup artist or hairstylist studio.

INITIAL: \_\_\_\_\_

## WEDDING DAY LOGISTICS:

- Bridal party **MUST** be present and on time. If the bridal party is not on time or prepared, all services scheduled may not be completed in the time allotted.
- We require **CLEAN** and **DRY** hair before hair service appointment start time, in order to keep things on schedule, as hair stylists do not have hair dryers in their travel kit.
- Button down, zippered, or loose-fitting shirts are recommended to ensure hair stays intact when changing.

Initial: \_\_\_\_\_

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## **TRAVEL FEES:**

- There are no travel charges incurred for weddings booked within 10 miles of Headlines Studio in Madison, WI.
- Distances greater than 10 miles from Headlines Studio in Madison will be charged \$1.20 per mile one-way per stylist/artist.
- Bride is responsible for parking fees for all artists. If the venue is 2 hours or more from Headlines Mobile and Makeup, hotel accommodations may be incurred for all artists and will be added to the wedding day invoice.

Initial: \_\_\_\_\_

## **CANCELLATION POLICY:**

- Cancellations or modifications may be made NO LATER than 90 days before the contracted wedding date.
- In the event of a cancellation without a 90-day notice, the bride/bridal party will be responsible for ALL services listed on the signed contract and the credit card on file WILL be charged.
- Additional services may be added to the contract at any time provided there are artists available.
- Removal of services from the contract is allowed once up to 90 days before the event date.

Initial: \_\_\_\_\_

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"I \_\_\_\_\_ (print name) understand and agree to all the terms and conditions stated in the above contract.

Credit Card Info:

Credit Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_ SCS # \_\_\_\_\_

Zip Code associated with this credit card. \_\_\_\_\_

"I \_\_\_\_\_ (print name) authorize Headlines Mobile Hair and Makeup to process my credit card on file, in the event of a cancellation less than 90 days before my contracted wedding date, and/or breach of contract. (Parking fees, hotel accommodations, added on services not listed on the contract.)

\*\* Please initial if you would like to use the credit card on file for your deposit. Initial \_\_\_\_\_

Bride Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please feel free to contact Headlines Mobile Hair and Makeup with any questions.

**Narda Dhanai**

@NardaDhanai



**venmo**

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### PHOTO CONSENT FORM

I, \_\_\_\_\_, email \_\_\_\_\_  
with a mailing address of \_\_\_\_\_  
City of \_\_\_\_\_, State and zip \_\_\_\_\_ (the  
"Releasor") grant permission and give my consent to Headlines Mobile Hair & Makeup (the "Releasee") for the use of all photograph(s) or electronic media images as identified below for marketing purposes including Releasee's website and social media.

This is all hair/makeup photos and bridal party photos including trials and wedding day photos **taken by** Headlines Mobile Hair & Makeup artists/stylists and any or all professional pictures supplied by the bride, bridal party, photographers and videographers

I understand that I may revoke this authorization at any time by notifying Headlines Mobile Hair & Makeup in writing via email (headlinesbridal@gmail.com) or regular mail. The revocation will not affect any actions taken before the receipt of this written notification. Images will be stored in a secure location and only authorized staff will have access to them. They will be kept as long as they are relevant and after that time destroyed or archived.

Releasor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Releasee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Narda Dhanai – Owner  
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