



210 S. Old Woodward, STE.250  
Birmingham, MI 48009  
248.839.2021 ♦ Info@rivagedayspa.com

## **Special Event Details**

*(Terms and Conditions)*

Welcome to Rivage Day Spa and thank you for choosing us to host your special event. Your personal concierge will tailor your spa event to your liking to guarantee that you and your guests enjoy your experience with us to the fullest.

We ask that you carefully review the following information to ensure you understand our spa policies for special events. Please fill out and sign our special event contract, so that we can begin scheduling your exclusive details. Without the form signed, we are unable to process your request or reserve your preferred date.

Once we have received your contract (via email), your personal concierge will contact you either by phone or email within 48 hours to confirm availability. Please be sure to notify us if you have not been contacted.

**Guest Arrival:** We ask that you and your guests please arrive to the spa at least 30 minutes prior to your first appointment time. This will allow time for guests to check-in, complete guest profile, and familiarize themselves with our spa. Based on availability and for your convenience, we will provide you with luxurious robes, slippers, and private lockers. Please leave all valuables at home, as Rivage Day Spa is not responsible for items lost, stolen or misplaced. We do ask that the group host communicates with the front desk regarding delayed arrivals or last-minute changes. Please note that delayed arrivals will limit the time of your guests' spa experience, so in consideration of other spa guests, their time may be adjusted accordingly, and the full price of the service will be charged. For the privacy and comfort of our spa guests, all cell phones, laptops, and cameras are prohibited in all of our spa areas.

**Private Room Reservation Rates:** For your convenience and the comfort of your guests, we do offer a private dining room reservation for a minimum fee of \$150 for 1-10 guests, \$300 for 11-19 guests and \$500 for 20-35 guests. The room is available one hour prior to your event, during your event and up to a half hour after the last guest completes his/her service, depending on date/time the event is scheduled. Please note that we do require the reservation of the room if you are 5 or more guests and/or if you

choose to bring food/beverage (includes set up). We kindly ask that only those receiving services with us are encouraged to join, as this is to ensure a relaxing spa experience for everyone.

**Private Room – What You Need to Know:** A fresh flower centerpiece, along with votive candles will be displayed complementary with the room rental fee. Should you be having any additional flowers or balloons delivered, please state this on the contract. Please note that centerpieces/candles provided are to remain at the spa post event. We do ask that you please provide the spa 48 hour notice the type of food/beverage/snacks you planned to bring with you, so that we may set up the room accordingly. If you planned on using a caterer, we ask that you please provide us with a name and contact information. All food/beverage must be delivered two hours prior to your guests' arrival to allow enough time for set up to be complete. Your private room rental fee includes plates, silverware, glassware, napkins, linens, wine bucket/fridge/opener. If your food/beverage requires a multitude of ice, we ask that you provide any additional needed. All food must be cleared or taken home post event (we suggest having to go containers available for your guests). Decorations that require any kind of adhesion to the walls or any type of confetti is prohibited. Any damage occurred during the rental is the responsibility of the group host. (This includes, but not limited to, food/beverage clean up from carpets/sofas, damage to furniture, etc.).

**Gratuities:** Please note that for all special events, a minimum of 20% gratuity will be added to your final bill, which does include gratuity for your personal event concierge. While it is preferred to use cash for gratuity, especially if guests are paying individually, for your convenience, a credit card may be used.

**Cancellation Policy:** As a courtesy, you will receive a confirmation of your special event reservation prior to your arrival via email at least 48 hours before your scheduled event. We do require a notice of 72 hours of all changes and cancellations, to avoid 100% fee of scheduled services. Once we are within the 24 hours of your event, all cancellations/changes moving forward do result in a purchase of a spa gift card for the services cancelled/changed.

We look forward to having you join us for your special event. Please let us know how we can make your spa experience your best yet and once again, thank you for choosing Rivage Day Spa!



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### Special Event Contract

Requested Date of Event: \_\_\_\_\_ Name of Event Host: \_\_\_\_\_

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

Estimated Number of Guests: \_\_\_\_\_ Guest Arrival Time: \_\_\_\_\_ Preferred Start Time: \_\_\_\_\_

#### Reservation Credit Card Information

Name (as it appears on card): \_\_\_\_\_

Credit Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code: \_\_\_\_\_

Will you be using this card to pay for event?  YES  NO

Please Indicate payment information for day of event:

Each guest will pay individually

The host will pay entirety (*host is responsible for private room rate/gratuity on room rate*)

Would you like to reserve the private room?  YES  NO

**I have read, understood, and accept the terms and conditions outlined in this contract.**

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