

Lawrence SpaRex

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Party Reservation Form

Reservation Time:	Reservation Date:
Organization/Client Name:	Number of Guests:
Address:	
Day Phone:	Email:
2nd Floor Venue Space: FREE *2nd Floor Space Use requires party number minimum 10 people. Nail Station 1st Floor Space: FREE *1st Floor Space Use requires party number minimum 5 people.	
Party Service(s): Pedicure Mani-Pedi Facial Sauna	
Payment Policy: Cash Visa Mastercard Amex Discover	
Special Offer: 10% Off Up-do or Hair Service for Party Clientele. *	
Deposit Policy: An amount of is due on day of booking & latest within one week period of booking. Reservation Cancellations: If reservation is not cancelled 48 hours prior to time of reservation. Client will not receive deposit back and 20% gratuity of service per person will be charged. Space Use Policy: We are not responsible for any lost or stolen property. Client is reliable for maintenance of his/her party food, drinks, utensils, and property.	
Date Deposit Received:	Client Signature:

Please complete form and Email or Mail to the address below. Once we have your completed form, you will receive an e-mail confirmation it was received. Lawrence SpaRex will schedule an appointment with you to review form & make deposit arrangements. Reservations are not guaranteed until this contract is executed by both parties and deposit is received.