

# MARGOT

EUROPEAN DAY SPA

## Group Events

Thank you for choosing Margot European Day Spa for your Special Event.

Our group event associates look forward to helping ensure your visit is as relaxing and care-free as possible.

Please review and complete the following forms which will guide you through the booking process, providing us with all information needed to make your day extraordinary.

Please review the contract carefully. Upon completion return the reservation request for Group Events via e-mail at: [events@margots.com](mailto:events@margots.com) or fax to (248) 642-1651. Once received, the requested dated and times for your event will be reserved.

***Please understand that we are unable to reserve appointments until completed Group Event Contract is received.***

All requests are subject to availability and we will do our best to accommodate all of your group's needs. You will be contacted via telephone or e-mail within 24 hours to confirm your appointment requests. If you DO NOT receive a call, please contact us at (248) 642-3770 or via e-mail to [events@margots.com](mailto:events@margots.com).

We look forward to helping you celebrate your event: corporate, bridal, birthdays, or just a well-deserved day of relaxation shared with friends.

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- A credit card number is required to secure reservations.
- A 20% gratuity will be added to all treatments for group services.
- Your card will only be billed in the event of:  
No show & cancellations with less than 24 hours' notice prior to scheduled time of service. Groups of 4-10 are required to give a one week notice to cancel and groups of 11 or more are required to give a two week notice to cancel. In such cases, cancellation charges shall include full price service fees and gratuity.
- No changes will be allowed less than 24 hours prior to event and /or final confirmation has occurred.
- All services are full price. We do not offer discounts.
- An additional service charge may be added to any events requiring specialized services and /or accommodations.
- Additional arrangements are required if you wish to stay more than 1-hour post treatment times.
- We do ask that you check in 15 minutes prior to your appointment time.
- We are not responsible for delays due to weather, traffic, construction, directions or any other instances beyond our control.
- Pricing and services are subject to change without notice.

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\*If you are running late for an appointment, please call. We will do our best to accommodate your service. However, the service length may have to be adjusted in order to fit within our schedule.

\*In order to maintain the relaxing and tranquil atmosphere of our spa, **cell phones are not allowed in any area of the spa.**

A minimum fee of \$100.00 applies to reserve private party room.

**I understand and accept the terms and conditions outlined:**

Name: \_\_\_\_\_

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

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_

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

Billing Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone#: \_\_\_\_\_

Upon completion of the worksheet please fax to (248) 642-1651 or e-mail to [events@margots.com](mailto:events@margots.com). You will be contacted within 24 hours to confirm your appointment request.

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## Group Event Contract

Event Date: \_\_\_\_\_

Service start time: \_\_\_\_\_

Occasion: circle one:

Bridal

Birthday

Corporate

Just Because

Contact Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*Please let the Spa know if your group will be bringing in any beverages or food for the event. We do require that food and beverages arrive 1 hour prior to the group.

Name of Caterer: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

