



Spa Party Agreement/Contract

Group Name _____

Contact Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone:(_____) _____ Fax: _____

E-mail _____

Date of Proposed Party _____ Time of guests' arrival _____

Time of guests' departure _____ # of people attending _____

Check any items you would like Vasaio to provide:

- | | |
|-------------------------------------|--|
| ____ 6' rectangle table (no charge) | ____ 3' round table (no charge) |
| ____ Table cloths (no charge) | ____ Hors d'oeuvres (\$12/head) |
| ____ Name tags (no charge) | ____ Additional flowers (\$50) |
| ____ Coffee/Tea (no charge) | |
| ____ AV room (no charge) | Circle what you will need— DVD—Video Projector—VCR |

Planners agree to adhere to the following:

- A signed contract is completed and faxed to Vasaio 72 hours prior to the party as well as the list of people and services to be rendered
- 50% down at time of contract submission (the concierge will get this via the phone),
- Balance is due at the time of the party.
- 20% gratuity will be added to total service bill.

I understand that I will be charged in full if the party is cancelled less than 72 hours in advance. It is understood that the party will not be booked without this contract.

Authorized Representative Signature: _____ Date _____

Please Print: _____ Title: _____

Credit Card # (call in the # at 616-942-2966) _____ Exp. _____

Office Use Only

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Your contract has been received and party services have been booked at Vasaio Life Spa. We look forward to serving you.

Accepted by _____ Date _____