***Hello Gorgeous,***

Thank you for your interest in Boudoir Nail Bar! Get ready for a GREAT nail pampering experience. Whether you are thinking about an “In-House Party” or “After-Hours Party,” Boudoir Nail Bar aims to elevate your experience by helping you organize your event to avoid any confusion throughout the process of RSVPing, checking-in, experiencing Boudoir, or paying for services.

**1st STEP**: Coordinate you and your guest’s specific nail service requests utilizing this document. After completion, send to [info@boudoirnailbar.com](mailto:info@boudoirnailbar.com)

**2nd STEP:** Once we have received this document back (fully completed), we will check availability for your requested day/time for the event. We will then contact you to discuss availability / options, if all meets your desired expectations, we will collect the required 25% deposit & email you a copy of the receipt.

**HEADS UP:**

* Deposit of 25% of total services scheduled is required for group reservations of 3 clients or more. Upon arrival of the entire group, deposit can be applied to services performed, refunded fully to the depositor, or applied to only the depositor’s bill.
* The sooner we get this completed document back, the better to ensure availability **(Nothing is booked until deposit has been collected!)**
* Cancelation Policy:
* To cancel entire event, a minimum of 7 days notice is required to receive a full refund of the 25% deposit.
* To cancel a single client from the group reservation, a minimum of 24 hour notice is required to avoid a $15 per client cancelation fee.
* Kindly note clients are not permitted to bring cake, food, drinks, or any other special accommodations to Boudoir Nail Bar. However, for PRIVATE events, Boudoir Nail Bar will cater & accommodate any special requests (prices vary, contact Nora at 619-934-8124 to inquire)

***Instructions: Read party details and complete page two.***

***Party Details:***

* **Host Information:** Include Host first name, last name, name of depositor, and date/time of party being requested.
* **Guest Information: I**nclude first name, last name, email, & phone # so we can create a guest profile for each guest. If host is receiving services, be sure to include host name again so we have accurate party count.
* **Type of Service:** Specify type of service guest would like from Boudoir’s Menu @ [www.BoudoirNailBar.com](http://www.BoudoirNailBar.com) or @BoudoirNailBar1 on Facebook/Instagram.
* **Gel Removal:** Write “Yes” or “No” if guest needs to remove existing gel polish
* **Acrylic Removal:** Write “Yes” or “No” if guest needs to remove or replace current acrylic.
* **Nail Art:** Indicate if guest would like “simple” or “intricate” nail art. Provide description if possible. Place “NA” if NO nail art is desired.

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| **HOST / DEPOSITOR NAME** | | **HOST / DEPOSITOR PHONE #** | | | **REQUESTED DATE/TIME OF EVENT** | | | |  |
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| **Guest Information**  **(First & Last)** | **Guest Phone #** | | **Guest Email** | **Type of Service**  **(Full menu available at Boudoirnailbar.com)** | | **Gel Removal?**  **(Y/N)** | **Acrylic Removal?**  **(Y/N)** | **Nail Art?**  **Intricate or simple?** | **If artificial nails:**  **Shape?**  **Gel or reg polish?** |
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