



## Wedding Terms and conditions

Please read this agreement before sending over your retainer fee. I pride myself to be as upfront and fair as possible, if for any reason you are not sure on something or unhappy about a point please don't hesitate to contact me and I will do my best to explain further or help you in anyway.

### **Definitions:**

1. The client: The recipient of the make up service and name listed on the booking form.
2. Artist: Sally Orchard.
3. Agreement: The contract that exists between the client and the makeup artist for the agreed fee.

Until receipt of the retainer fee all bookings are provisional.

### **Payments by the client**

The client must pay a Retainer fee of 25% of the total cost of the booking to confirm the booking. Upon receipt of such payment, you will receive confirmation of this through email. The retainer fee is then taken from the total balance.

The retainer fee is non refundable.

A retainer fee can be made in the following forms: cash, bank transfer or by phone with a credit card or debit card (2.5% admin fee is added).

Payments by bank transfer can only be made to Sally Orchard – details available on request.

### **Trial**

You can book your trial online once the retainer fee has been paid. Weekend trials are very unlikely, so if you can do a week day this is much easier to book in. The artist will send over a link once booked.

You can cancel the trial at any point however a trial cancelled with less than 24 hours notice will be charged for at the agreed rate.

### **Final balance**

The final balance is required to be paid in full either a week before the event by bank transfer or in cash on the day.

If any further people in the party require make up application on the day of the event without prior booking, the payment will be due immediately on that day, upon completion and by cash only

## **Cancellations by the client**

Should you wish to cancel your provisional booking before the retainer is paid no charges will be levied but the date will be released.

1. If you wish to cancel no less than 12 weeks before the event date then no further payment is required.
2. If you wish to cancel no less than 8 weeks before the event date then a further 15% of the event fee will be due.
3. If you wish to cancel no less than 4 weeks before the event date then the full amount of the event fee will be due.

Should the client wish to cancel this booking at any stage written notice must be given either to [address and/or email]. Cancellation will take effect from the date of receipt of the written cancellation and you will receive written confirmation of your cancellation and any cancellation charges that may have been levied. Proof of posting is not proof of receipt therefore the client is advised to check that the cancellation has been received.

## **Cancellations by me**

Cancellations by myself due to circumstances including, but not limited to, problems rendering the makeup artists performance of their obligations where no other suitable alternative can be given, a full refund will be given to the client. No further compensation will be offered.

If the booking is directly affected by circumstances beyond the control of the makeup artist where possible the makeup artist will endeavour to rectify such situations however no compensation will be offered on the makeup artists part. It is strongly advised you take out wedding insurance to cover you against these situations.

## **Travel expenses**

The client will cover any necessary travel expenses of the makeup artist as agreed at time of booking this is to include congestion charging and parking charges if required.

If a wedding enquiry is more than 2 hours drive then the artist will require an overnights stay to be included in the cost to the client.

By financially securing your retainer fee you accept these terms of contract.