Cloud 9 Spa Salon **www.cloud9spa.com**

(352) 335-9920 Fax (352) 372-5114 **Spa Group/Party Planning Worksheet**

Thank you for your interest in having Cloud 9 host your Spa Group & Party! To accommodate and coordinate services for groups in size ranging from 3-24 individuals, we have provided this form to ensure smooth and simple planning.

Please print & fill out this form completely, then fax, mail or deliver to Cloud 9.
We will contact you (within 3 business days of receipt) regarding availability for your event**.**
As a rule, evening and Saturday appointments are most popular and are often reserved 3-6 weeks in advance.
-Outside food/beverages/alcohol are prohibited for all Spa Group/Party Events-

Upon scheduling, you will receive a letter by mail or fax regarding your Group Spa Event confirming the date and times for each attendant's appointments. It will also outline the cancellation period for your group (determined by the size of your group and/or the number of services scheduled.) All requests for cancellations/rescheduling must occur during the cancellation period; otherwise they may be subject to cancellation fees. These fees will be processed using the MC, Visa, Discover, or Cloud 9 Gift Card used to secure your appointments below. As the Spa Group/Party Contact, you may choose to secure entire group's appointments with your Credit/Gift Card; otherwise, each attendant may secure their appointments with their own Credit/Gift Card to be listed under "Additional Info" next to their name & desired services.

Today's Date_____Spa Group/Party Contact(Your Name)_____

Phones (Cell)_____(H)_____(W)_____(Fax)_____

Mailing Address_____City_____Zip_____

Date Options:#1_____#2_____#3_____

Desired Start/End Times_____#of Attendants_____

Entire Group/Party Event Secured with: ☐ MC ☐ Visa ☐ Discover ☐ Cloud 9 Gift Card #_____

Name on Credit Card_____CC#_____--_____--_____--_____

Expiration Date_____ 3-digit Security Code _____

SPA GROUP / PARTY ATTENDANTS

First/Last Name	Desired Services (Be Specific)	Additional Info