



CHLOË COLEMAN
makeup specialist

Terms & Conditions of Contract

This agreement is between the client and Chloe Coleman Make-up Specialist.

CLIENT DETAILS

Name:

Address:

Telephone Number:

Email:

APPOINTMENT INFORMATION

Date(s) trial & wedding/event:

Type (i.e Wedding):

Time:

Location (inc postcode) of where Chloe Coleman Make-up Specialist is to come for your appointment:

MINIMUM BOOKING

I have a minimum booking policy of at least 3 persons during a weekend throughout the summer months (May-September). Smaller bookings may be considered but not guaranteed. This will be at Chloe Coleman Make-up Specialists discretion.

DEPOSIT

Once quoted, a £50.00 **non-refundable deposit** (then deducted from the total cost of my quoted services on the wedding day), is payable to secure the wedding/event date, either by direct bank transfer or cash. This may be paid on or before the trial date but please note that your date cannot be secured without a deposit. The remainder of the total cost is to be paid at least 10 days prior to your wedding day if paying by bank transfer. Cash may be paid on the day prior to any make-up application.

TRIAL MAKE-UP/HAIR

A trial make-up is imperative for the bride (recommended 6-8 weeks prior to the wedding day), so that a full analysis of skin type/tone can be made and preferred options for the look you would like to achieve can be trialed and discussed. This will also help me to determine what make-up is best suited to your particular skin type/tone. I will take full notes during the trial to ensure that your look will be created exactly as you wish on your wedding day. **Please disclose any allergies and skin conditions to me at the trial.** The trial cost must be paid on the day of the trial either in cash or by direct bank transfer.

SERVICE & CANCELLATIONS

I (Chloe Coleman Make-up Specialist) agree to provide a personal service on the above dates and for the specified requirements. If, on the extremely rare off-chance, I am so ill or cannot make the appointment for any reason/cannot attend your home/venue to carry out make-up services, I will do my best to find another professional make-up artist to carry out the service(s). If this is not possible then 100% of your payment will be refunded.

Please note that on the occasion where I have tried to make contact with a client through every means possible, I reserve the right to make the booking void should I not hear back from a client at least 14 days prior to the appointment. If for any reason you cancel your booking with me more than 28 days of your appointment, a 50% cancellation fee of your remaining invoiced balance will be required. If a cancellation occurs within 14 days of your appointment then 100% of your quoted balance will be payable. If for any reason that any services in which I have been booked for are no longer required, 100% of the original fee as stated on your invoice is payable if given less than 28 days-notice.

DAMAGES & WORKSPACE

Unfortunately, accidents and damages can occur. Any damages caused to my professional kit/tools/furniture or anything else belonging to me, through no fault of my own, will need to be paid for by the client. This includes any damages caused by pets and children so please ensure a clean, clear & safe work space for me to carry out my services. Where possible, I would prefer to work in a well-lit area, with natural light and a substantial space for me to set out my kit. I cannot be held responsible for injuries sustained to children/pets/the client if through no fault of my own. Heated tools are used during hair styling services so please ensure that your children/animals are kept well away in order for me to work effectively.

Continued...



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ADDITIONAL SERVICES

Please be aware that once quoted with your requested services on an invoice, I will be unable to refund for any cancellation of any service at a later date (unless due to very extreme circumstances). Services may be added to an invoice but not removed. Please ensure that you are happy with this. Furthermore, any extra services that I am asked to do on the wedding day which have not previously been discussed, will be charged to the person whom booked my services on the event date and payment should be made at this time.

TRAVEL EXPENSES

In a situation where travel expenses apply I will ensure that they are kept to a minimum. I am located in the CV47 8JW postcode and happy to travel within a 15 mile radius (round-trip) on a complementary basis. All locations outside of this radius are charged at 0.45 pence per extra mile **each way**. This is applicable for both the trial and the wedding/event.

PARKING

Any parking or toll fee's will be at the client's expense and thus will be added to the final balance.

PHOTOGRAPHS

During your trial and on the wedding day I like to take photographs for continuity and to show 'behind the scenes' images of my work. Please let me know should you wish not to have your photograph taken. Images may be used for advertising on my social media (Facebook, Twitter & Instagram). Please ensure that you let me know should you not wish for me to use any images taken of you.

DECLARATION

This document will constitute the agreement between you, the client, and Chloe Coleman Make-up Specialist. Chloe Coleman Make-up Specialist agrees to undertake the provisions set out in this agreement.

I, have read, understood and accepted the terms and conditions of this agreement. I confirm that I am to pay a £50.00 non-refundable deposit to secure the wedding/event date on or before the trial and have signed this agreement. I confirm that I have disclosed any allergies and/or skin conditions to Chloe Coleman Make-up Specialist. I confirm that I have retained a copy of this agreement for my reference.

Client Name:

Signed: Date: