



Planning a special event? Need a girl's night out?  
Contact us for more information!

Coventina Day and Medical Spa  
10747 Peach St, Erie Pa 16441  
814.796.9038



## **General Information**

Spa Parties are a great way to celebrate any special occasion whether it be a birthday, engagement, bachelorette party, bridal shower or just a girls night out! We offer these events on select Saturdays from 5-8pm for groups of 6+. Your guests will enjoy the privacy of the entire spa and the attention of our staff!

## **Reservations**

Reservations must be made at least 10 weeks prior to the event. A non-refundable event fee is required at the time of booking to reserve the spa and a credit card must be placed on file. Your reservation fee also includes the services of your private event coordinator who will work with you to ensure your evening runs smoothly.

Cancellations must be made 48 hours in advance. If less than 48 hours' notice is given you will be charged 50% of your total balance (not including the reservation fee) and the remaining will be refunded.

## **Food and Beverages**

For your convenience, we allow you to bring your own food and drinks or we can work with a local caterer to take all the work out of your hands. You may also have food delivered. We have limited cold storage so it must be delivered close to the time of your party.

Alcoholic beverages are permitted in the spa but we ask that you drink responsibly and bring a designated driver. Adult supervision is required for all guests under 18 years of age. Spa policies on minors apply.

## **Pricing and Payments**

An event fee is required at the time of booking; this does not go toward spa services or gratuity. Payment including services and gratuity must be made in full prior to the event (see our Agreement for details).

A 20% gratuity is automatically charged for all Spa Party Services; this goes directly to your providers.

## **Media Policy**

With permission, we may take tasteful photos during your event and these may be posted to social media.

## **Services**

You may choose from our full list of day spa services. Certain packages will not be available due to time restrictions. Please see our website or brochures.

Upon request we can accommodate limited medical spa services. If this is desired, our physician will contact you to discuss the specifics. We operate with the highest safety and quality standards; thus, no alcohol may be present on the premises if these services are requested. Due to the nature of these services, the clients will first receive a complimentary consult to determine eligibility and appropriateness of the requested service. These services will need to be paid on the day of the event by the client who receives the service. A general idea of what is requested will be needed in order to create an appropriate schedule.

## **Spa Party Agreement**



*This form must be completed, signed and returned at time of reservation.*

#### Reservation Policies

1. Reservations must be made at least **10 weeks** prior to your event.
2. A **non-refundable** reservation fee is due at the time of booking. This fee will cover:
  - a. Private use of the venue from 5-8pm
  - b. Event coordinator for your event
  - c. Plates, napkins, flatware and stemware if needed
  - d. Set up and clean up
3. Reservation fee is based on number of guests:
  - a. 6-9 guests \$200
  - b. 10+ guests \$300
4. Reservation fee is **not** applied to services or gratuity.
5. A complete list of services requested must be given at the time of booking. You will receive an email with the final schedule, services and fees 8 weeks before your event.
6. Cancellations must be made at least 48 hours in advance. If less than 48 hours' notice is given you will be charged 50% of the total balance and refunded for the remaining amount.

#### Payment

1. A credit card is required to hold your reservation.
2. 20% gratuity is automatically added for all services. This goes directly to our employees.
3. 50% or more of the balance (services + gratuity) must be paid 6 weeks prior to the event date.
4. The remaining 50% must be paid by 2 weeks prior to the event.

#### Event Policies

1. If you are ordering food that you would like picked up prior to your event, please have the order ready at least 1 hour prior to your event and give your event coordinator the details of the order. If having food delivered, please have it delivered no sooner than 30 minutes prior to the time of your event. Please be aware that we have limited cold storage space. The food must be prepaid.
2. Please arrive at least 20 minutes early so that we may allow time for your guests to prepare for their first services. If a guest does not arrive or arrives too late for their service to be completed, the price of the service will still be charged in full.
3. Your guests will have private use of the spa including our upstairs lounge, bathrooms, changing rooms and other common areas. We ask that you only enter the service rooms while receiving services.
4. You may provide limited decorations. You may arrive up to 30 minutes prior to your service if you wish to decorate. Nothing may be affixed to walls or light fixtures. We ask that you refrain from using any stools/chairs etc... No glitter or confetti is allowed.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_





\_\_\_\_/\_\_\_\_/\_\_\_\_ - Date of Event

\_\_\_\_/\_\_\_\_/\_\_\_\_ - Reservation fee paid and list of requested services submitted

\_\_\_\_/\_\_\_\_/\_\_\_\_ - Complete schedule and fees given to client for final review

\_\_\_\_/\_\_\_\_/\_\_\_\_ - 50% of the balance payment due (6wk prior to event)

\_\_\_\_/\_\_\_\_/\_\_\_\_ - Remaining balance due (2wk prior to event)

\_\_\_\_/\_\_\_\_/\_\_\_\_ - Hostess will touch base with client to finalize details

\_\_\_\_/\_\_\_\_/\_\_\_\_ - Cancellations must be made by this day or fees apply (see agreement)

Notes:

I have read and understand the above agreement and timeline. I acknowledge and agree to the reservation, payment and event policies. The reservation details have been reviewed and are correct. I have had opportunity to ask any questions prior to signing this agreement.

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Client Signature

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Printed Name and Date