



Group Planning Form & Agreement

We're excited to assist you in planning a memorable day for your group at Sana Vida!

When completed, including all service requests, return it to us via email to spagroups.marblefalls@sanavida.info

***We cannot schedule nor hold appointments for you without specific service requests. These requests should be submitted at least 4 weeks in advance for better availability. Reservations are made on a first come first serve basis.**

Return of this form will serve as agreement to our policies on the second page of this document.

Group Contact:

Contact Email:

Phone Number:

Date Requested (first choice):

Date Requested (second choice):

What is the preferred time frame to enjoy your event with us?

Are you celebrating a special occasion?

Is it a surprise?

Is there a guest of honor?

Number of guests in your group?

Our community room is designed to provide guests a relaxing space to visit before or after services.

Private rental is \$75/hr and includes light snacks, water, and green tea. A complimentary glass of champagne is included after each guest has completed their services.

Would you like to reserve our community room?

Desired # of Hours?

We are unable to accommodate food and alcohol brought in from guests. However, if additional food is desired, we can provide available catering options. We will arrange all delivery and setup for your event.

Requested catering option:

Anything additional we should know?

We are able to create customized yoga classes or workshops on a number of topics that can be added to your spa day. A one hour yoga class or workshop is \$15 per participant.

Sana Vida Spa Policies and Important Information.

Thank you for collecting the information needed for us to provide your group with an amazing spa experience! To support you in organizing a memorable and stress free day, we've included the following information for you to share with the guests who will accompany you.

Helpful Information:

Check in time is 15 minutes prior to start of appointments. If unexpected complications lead to **late arrival**, your services will still need to end at their scheduled time. Please allow adequate time to arrive at Sana Vida so that your day can be experienced to its fullest.

Unlike many spas, **we have chosen to not have communal locker rooms**. You will change in your treatment room. Private shower rooms are available **upon request** and robes are provided for transitions between services. Canvas spa bags allow you to keep your belongings with you at all times.

We are unable to accommodate **decorations or confetti** as the community room does need to be cleaned and transitioned quickly for other events.

Our **tea bar and reception area** are available for you to relax and transition at any time throughout your day.

We appreciate communication between guests and our employees. If you need anything (lower music volume, a robe to change into, more tea) please do not hesitate to ask!

Spa Party Policies and Payment Information:

A **\$150 deposit, credit card on file, and return of completed spa event planning form** is required to schedule a group event. The deposit will be refunded on the day of your event, applied toward service payment, or used to honor our cancellation policy.

We require at least a **7 full days notice** for changes or cancellations to Spa Party appointments to avoid a 50% charge. Appointments missed without notice will be charged the full cost of services. The cancellation fee will be deducted from the deposit given and credit card on file if amount exceeds deposit. Individuals can utilize alternate forms of payment for their services on the day of the Spa Party. All cancellations or changes should occur by calling us directly. We discourage the use of email for cancellations.

A **20% gratuity** (rounded to the dollar) is included in your cost and will be dispersed to the appropriate practitioners.

Sana Vida can arranged for saved tickets during your event allowing participants to add retail and services to their ticket throughout their stay.

*** We are unable to reserve appointments without submission of specific service requests via the forms provided in this packet. All guests attending events must be scheduled for services.**

Submittal of this form acknowledges agreement to the above noted policies.

Name:

Date:

Guest Full Name _____ **Guest Email** _____

Are you pregnant? Yes No If so, how many months along will you be at time of spa event? _____

Please note any further health concerns or special needs: _____

Please any food or other allergies: _____

Please choose from the services listed below. For additional information, please visit our website at www.sanavida.info.

MASSAGE

25 minute - \$45

50 minute Focus Massage - \$90

80 minute Therapeutic Massage- \$140

80 minute Soothing Massage - \$140

ACUPUNCTURE

Consultation - \$50

Private Acupuncture - \$90

PRIVATE YOGA INSTRUCTION

1 person - \$80

2 people - \$100

SKINCARE (50 Minutes)

Signature Facial - \$90

Rejuvenating Facial - \$120

Power Anti-Aging Facial - \$140

Mini Facial (30 minutes) - \$60

Restorative Back Treatment - \$110

EXFOLIATION OPTIONS

(choose one for Rejuvenating Facial, or two to Power Anti-Aging, or have the esthetician determine which options would be best for your skin.)

Microdermabrasion

Ultrasonic

Glycolic Peel

Lactic Peel

Enzyme Peel

Dermaplaning

WAXING

List which areas: _____

(please see our website for a full list of waxing services)

ADDITIONAL SERVICES: _____

Guest Full Name _____ **Guest Email** _____

Are you pregnant? Yes No If so, how many months along will you be at time of spa event? _____

Please note any further health concerns or special needs: _____

Please any food or other allergies: _____