



Healing Palms Spa Event Agreement

This agreement will reserve your appointments for a special event.

Name of event: _____
 Date of event: _____
 Event Coordinator: _____ Phone #: _____
 Guest's of honor (if different than coordinator) _____
 Address _____ Home Phone# _____
 Work phone _____ Cell Phone _____
 Email: _____
 Any special requests or catering needs: _____

A confirmation schedule will be sent to the Event Coordinator for approval. We need confirmation or changes to events has at least 14 days prior to your event so we may best accommodate you. If you need to make a change to your schedule, please call as soon as you are can to allow us to properly accommodate you. As your event draws near changes may not be possible due to other bookings, but if we are able, we will be happy to accommodate your request. We are unable to accept coupons or gift certificates for large party accommodations. 25% of your bill is required as a non-refundable deposit and is due at the time of the initial booking. The remaining balance must be paid no less than 7 business days prior to your event date. This type of booking is non-refundable in the event of a cancellation. A party of 3 or more bookings will be assessed an 18% gratuity to be paid in advance.

Client Name	Service Requested	Service Cost

If any of our accommodations do not meet your expectations please contact our General Manager: Gideon Thompson (507) 434-4046 during business hours.

Service Total: \$ _____ Date deposit received: _____
 Payment Type: Cash _____ Check # _____ Austin Chamber \$ _____
 Charge Credit Card # _____ - _____ - _____ Expiration date _____ CVC _____
 Down Payment Due: _____ Final payment due: _____
 Clients Signature: _____ Date _____
 Reservation Specialist Signature: _____ Date _____

For Information please call: 507-434-4046. This form may be faxed to Healing Palms Spa at 507-434-4046, or mailed to 313 North Main Street, Austin, MN 55912

THANK YOU FOR CHOOSING HEALING PALMS SPA.
 WE APPRECIATE YOUR BUSINESS.
 WE LOOK FORWARD TO MAKING YOUR EVENT A SUCCESS!