



Paramount DaySpa & Salon  
Group Booking Request Form

**Thank you for choosing Paramount DaySpa & Salon for your group booking. Our friendly and professional staff are committed to making your time with us both relaxing and special.**

Paramount is pleased to offer private treatment rooms for individual services, a spacious Spa Suite to accommodate group bookings and a Spa Lounge for relaxing before, after or between treatments.

Group Name: \_\_\_\_\_

Occasion: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

Group size: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start (time): \_\_\_\_\_ End (time): \_\_\_\_\_

Services Required/Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Our goal is to make your time with us as pleasant as possible. Please let us know if you have any questions, concerns or special needs. We will do our very best to accommodate your requests. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Group Booking Policy

- Group bookings are taken based on the availability of technicians and facilities and at the sole discretion of Paramount DaySpa & Salon.
- **If Booking by Group List:**
  - At time of booking, a MasterCard or Visa is required to hold requested appointment space.
  - One month prior to arrival, Paramount will re-confirm number of attendees, services booked, appointment arrival times, method of payment and/or method of guarantee (guarantor).
  - At this time any unfilled appointment time will be released to the general public.
  - Once confirmed, any changes or cancellations must be made at least 3-weeks prior to arrival to avoid a late cancellation penalty.
  - The guarantor is responsible for 100% of all no-show appointments and/or late cancellations\*.
  - If Paramount is able to rebook space that is cancelled after the 3-week cut-off, the guarantor will not be charged.

\*Late cancellations – any cancellations made after the 3-week cut off.

- **If Booking by Individual:**
  - At time of booking, a MasterCard or Visa is required to hold requested appointment space.
  - Space will be held under the group name.
  - Group members will be responsible for calling Paramount to make appointments.
  - Group members will be required to provide a Visa/MasterCard or Gift Certificate number to guarantee appointment time.
  - Once booked, any changes or cancellations must be made at least 3-weeks prior to arrival to avoid a late cancellation penalty.
  - One month prior to arrival any unfilled appointment time will be released to the general public.
  - Group members are responsible for payment of services prior to leaving Paramount.
  - Any unpaid services will be charged to the credit card on file for guarantee.

### **Group Booking will be made by:**

\_\_\_\_\_ Group List (Contact person books & guarantees all appointments.)

\_\_\_\_\_ Individual (Group members are responsible for calling Paramount to book & guarantee their appointments within the reserved group booking. These appointments will be handled on a first-come first-serve basis)

**I have read the Group Booking Policy and agree to the terms and conditions set forth by Paramount DaySpa & Salon Ltd.**

Contact Name: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

Method of Guarantee: Visa or MC : \_\_\_\_\_ Exp: \_\_\_\_\_

CVS #: \_\_\_\_\_

**Please complete this form and return via fax to 306-652-8071**