

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Contact No \_\_\_\_\_ Email \_\_\_\_\_

Date & Time Required (if known) \_\_\_\_\_

Booking Requirements

Location & Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Additional Info

Please include details of any other relevant suppliers

Amount of Deposit Paid \_\_\_\_\_

Payments can be made by bank transfer: (Acc No: 13101002, Sort Code: 20-66-97) or by Pay mobile to 07976 815353

Please sign below to submit a printed copy of the Booking Form or use the the check box to submit digitally.

Name: \_\_\_\_\_ Signature \_\_\_\_\_

I accept that checking this box constitutes a legal signature confirming that I acknowledge and agree to the Terms and Conditions of booking.

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

Please tick the box if you are happy for professionally taken photographs to be used by Jaye Adams Make-up Artistry/Jaye-Peg photography online or on social media

# Terms and Conditions

You are advised to follow the terms and conditions set out below. To avoid disappointment, it is recommended that a booking is made as soon as you are happy to proceed with either make-up or photography services. Make-up trials (if applicable) and other arrangements can be made nearer to the date of your booking. By completing the booking form and paying a deposit, you accept that you are entering into a contract and you agree to be bound by these conditions. Please check availability for your required date prior to paying a deposit.

- 1. Booking and Deposit.** As bookings are taken on a first-come-first-served basis, dates cannot be reserved and will continue to be available for other parties until a completed Booking Form and Deposit are received. Whilst the required Deposit will be advised for each booking, this is typically no more than 50% of the total booking cost. The Deposit is non-refundable and is deducted from the total cost of the booking.
- 2. Travel Expenses.** Travel expenses are calculated from Cokermouth and will be advised accordingly for each booking. Expenses will be based on the current cost of fuel and will be no more than £0.45/mile. If constraints do not allow enough time for travel on the day of your booking, overnight accommodation must be arranged and paid for by the client.
- 3. Payment.** Accepted methods of payment are bank transfer or pay-mobile, and in some instances cash or cheque. Further written instructions will be given by letter or invoice. Make-up trial costs, where applicable, must be paid for on the day of the trial, and the final balance must be paid by the date of the booking.
- 4. Make-up Trials.** A make-up trial and consultation is only recommended for, but not limited to, Bridal Clients. These usually take place at my home but can be arranged at a venue/address of the client's choice. Make-up trials are offered on any day of the week, between the hours of 9:00am and 7:00pm. Appointments outside of these hours are available but may incur additional costs. In the unlikely event that the client is unhappy with the trial results, Jaye Adams Make-up Artistry must be informed in writing within seven days of the trial date. Jaye Adams Make-up Artistry then reserves the right to decide if a retrial is necessary.
- 5. Changes.** Changes to your booking, by adding or reducing the number of people or the amount of time stated on your booking form, can only be accepted if time and resources allow, and may still incur charges; please see Cancellations below. If there are changes to the original booking, the person responsible for booking must confirm those changes in writing as soon as possible. We will try to accommodate changes to dates but this is strictly subject to availability.
- 6. Cancellation.** In the unfortunate event that you have to cancel your booking, cancellation charges are calculated as a percentage of the remaining balance as follows: 0-7 days (before the booking date) 100%, 8-14 days (before the booking date) 50%, 15-30 days (before the booking date) 25%. Should you cancel your booking 2 months or more before the date of your booking no further monies will be due. All cancellations must be notified in writing from the named person on the booking form. Your booking is cancelled on the day that the written notification is received.
- 7. Make-up Artist and Photographer Obligations.** We will endeavor to undertake all services promptly and professionally at the agreed time, date and location. Jaye Adams Make-up Artistry will choose which cosmetic products and professional materials best suit your requirements. Services will be conducted on the basis of information, documents and/or photographs provided by you. Jaye-Peg Photography will choose how best to photograph your occasion/event based on the information provided by you, edit all photographs accordingly and then present these as a record of the booking. Jaye Adams Make-up Artistry and Jaye-Peg Photography is not liable to you, or any third party, for any issues arising as a result of unclear, erroneous or incomplete information or instruction.
- 8. Client Obligations.** You agree to inform us about any existing allergies or skin sensitivities that you have, or any other person included in your booking has or is aware of prior to the application of any cosmetic products. If no known allergies sensitivities are stated we cannot be held responsible for any reactions or injuries that may occur as a result of the cosmetic products, professional materials or sanitation practices used. You agree to us working in a smoke and pet-free environment.
- 9. Limitation of Liability.** Neither party is liable for any losses as a result of breach-of-contract unless those losses are a foreseeable consequence of the breach. Where all obligations have been met Jaye Adams Make-up Artistry cannot be held liable under this contract where the client is unhappy with finished results.
- 10. Cancellation by Us.** In the unlikely event that we are unable to attend your booking due to sickness, injury or any other circumstance beyond our control, we will work with you to find an alternative reputable professional capable of meeting your requirements. All payments received, including the deposit, will be refunded in full.
- 11. Privacy and Data Protection.** Any personal information contained on this booking form or that is shared with us by email, messaging services or verbally will be treated respectfully and in full confidence at all times. Details of your booking are kept electronically in password protected storage and on secure online storage services. Any physical copies of paperwork and any make-up reference photographs will be retained for use prior to your booking and then destroyed once your booking has been completed. None of your personal information will be shared with third parties and your consent will be sought to discuss details of your booking with other relevant suppliers. You will only be contacted by us if it is relevant to your booking and we will never use your information for marketing purposes.
- 12. Make-up Application.** Prior to having make-up applied, please ensure that teeth are cleaned, you have been to the toilet, contact lenses (if needed) are put in, and that skin is cleansed and free of make-up. Food is not permitted whilst make-up is being applied. You are advised to use a straw if you need to drink. Please do not sit any small children/babies on your lap and please do not use a mobile phone whilst make-up is being applied. Please be patient, the make-up will be applied in a timely manner but any distractions/interruptions will delay this.
- 13. Health and Safety.** If we are made to feel uncomfortable in any way, mistreated or if at any time during a booking someone becomes abusive, violent or displays any offensive behavior, Jaye Adams Make-up Artistry has the right to cancel without refund. Jaye Adams Make-up Artistry will ensure that all health and safety precautions are strictly adhered to. In the event of an accident or negligence that causes personal injury or damage to property, you are advised to contact us immediately and if necessary, seek legal advice.
- 14. Insurance.** Jaye Adams Make-up Artistry has full public liability and employers' insurance for the activities of make-up application and hair styling. Provision of some services may not be possible because of exclusions contained within the insurance policy. Current insurance documentation can be viewed upon request.