

**EVENT CONTRACT FOR HAIR AND OR MAKEUP SERVICES**  
**MELISSA ANN ARTISTRY +CO**

**BOOKINGS:** To secure a date, a signed bridal contract, COVID release form and a retention fee is **REQUIRED**. This fee is non-refundable. The fee serves as the retainer for any contracted services you request the day of your event. The 1st initial retainer fee includes either (1) MUA or (1) Hairstylist or (1) of each HMAU for your event. If additional HMAU's are needed, or requested, the retainer fee will include any additional artist fees.

**ADDITIONAL ARTIST FEES:** After your initial booking fee is paid, there is an additional artist fee of \$75 per HMAU requested. This fee is to be added into the initial retention fee. Additional artists may be added if they are available. In addition, the company reserves the right to add any additional artist in order to perform services in an allotted timeframe.

**TRIALS:** Trials are available for brides as well as their bridal party members, including but not limited to bridesmaids, mothers of the bride and groom, grandmothers, extended family members, guest speakers, etc. **NOTE:** Make up trials are done at the Pewaukee Studio, if the artist is Melissa herself. Other Makeup Artists or Hair Stylist on the team, trials will be determined between the assigned artists and the client. Trials are to be paid in cash or Venmo. **NO PERSONAL CHECKS.** In addition, there are two separate trial amounts. There are Monday-Thursday Trial amounts, and Friday-Sunday/Holiday Trial amounts. If you prefer to have a trial prior to signing a contract, those clients will pay \$125 per service.

**DELAYS:** A late fee of \$25.00 will be charged for every 20 minutes of delay when a client or their subjects are late for the scheduled time, or if the scheduled service application exceeds the allotted time due to client or their subjects' delays.

**ARTISTS/STYLISTS:** Every artist and stylist, that works with/for Melissa Ann Artistry + CO. are independent contractors. Some of our stylists/artists do work out of other salons and freelance for Melissa Ann Artistry +CO. Therefore, pricing for services between the company and any independent contractors have been agreed upon prior to this contract. We have non-compete clauses established.

**SATISFACTION GUARANTEED:** HMAU services will be completed to the client's satisfaction, and acceptance of the completed makeup applications and hair styles is acknowledgement by the client that these services are done to the client's satisfaction.

**CHANGING ARTISTS:** If a client has a trial, and the trial was not to the client's satisfaction. Melissa Ann Artistry + CO., reserves the right to replace that artist with another member on the team before a client may cancel their contract. If the client is still dissatisfied, the client may withdraw from the contract as long as it's within the cancellation guidelines. Otherwise, standard cancellation terms apply. The retention fees and any additional artist fees will not be refunded.

**PARKING FEES:** Where parking, valet or toll fees may be incurred. This amount will be included in the final bill per stylist/artist, if prices are known otherwise the client is responsible for reimbursing each Artist individually on the day of the event, in form of Cash or Venmo.

**TRAVEL FEES:** Travel within 15-miles of Pewaukee, Wisconsin is completely free of charge. Over 15 miles, will automatically be charge a \$20 travel fee per HMUA hired, and the possibility of .60 cents per additional mile (depending on location). See your invoice for exact travel charges.

**LOCATION SETUP:** Clients are to have an area set aside for the artist and stylists to perform services. For makeup and hair services clients are to provide an area with a chair, near a plug, and a tabletop surface if possible. MUA's prefer an area with the best light, is always preferred and will optimize your makeup services. The MUA will bring a professional makeup light, airbrush equipment and all the makeup supplies needed for services. If the venue does not have a chair or an area for the HMUA's to spread out supplies, please let MAMA know ahead of time.

**LIABILITY:** All brushes, tools, and makeup products are sanitized between every makeup application and hair service. Makeup products used are hypoallergenic. Any allergies and/or skin conditions should be reported by the client to the makeup artist prior to application and, if need be, a sample test of makeup may be performed on the skin

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to test reaction. Client(s) agree to release the makeup artist/Owner (Melissa Bolyard) or any of the other HMUA's assigned to your event from liability for any skin complications due to allergic reactions.

**UNSANITARY, INFECTIOUS or UNSAFE CONDITIONS:** We reserve the right to refuse services if or alter services if unsanitary conditions exist and/or contagious infections are present. Client understands and acknowledges that Artists may alter service or NOT perform services where any contagious infections such as pink eye (conjunctivitis) or cold sores/fever blisters, blood or Covid-19 are present, there shall be no refund of any payments already paid.

**HARRASSMENT OF ARTISTS:** Client acknowledges and agrees that verbal/written abuse of any condition to an Artist/Stylist/Management is unacceptable by any person during any part of this transaction and shall be grounds for the Artist/Stylist/Management to cease services or contract immediately.

Client acknowledges that they will not be entitled to a refund for any work, or payments already performed, and client may not review artist or stylist vendor poorly on social media or other review sites if this happens. Client also acknowledges that they will allow artist to work in safe conditions for personal safety. If at any time artist or stylist feels physically threatened or verbally abused, the artist/stylist may cease the performance of services and exit the building. There will be no refunds of payments already made.

**SERVICE MINIMUMS:** Traveling onsite wedding service minimums must be met on the date of service, or the client will be responsible for paying the full amount of the services required to meet the service minimums. Unless otherwise agreed upon. See your invoice for requirements. This does not apply for "smaller groups, that were previously agreed upon."

**NUMBER OF SERVICES:** If the number of services decrease (30) days or less, and you have already received the 'Final Invoice,' 100% of that service cost will be owed (less the gratuity), in the final bill. We understand unforeseen circumstances may happen; however, we plan on these services for our artists/stylists and budgeting purposes for the year. If services increase before an event date, please let management know immediately for us to ensure proper payment and staffing. Servicing more clients, the day of the event, is up to the of the artist/stylist that are working that day.

**SERVICE TIMES:** Client acknowledges and agrees that the artist/stylist is only obligated to stay at the event while performing services. If the artist/stylist has completed all services before the contract end time, artist/stylist will leave the event.

**TIPPING:** A 17% gratuity will be added to all services that are outlined in invoice. If your event takes place on a Federal Holiday or during a Federal Holiday weekend, a 20% gratuity fee will be added in the final bill. The entire gratuity is dispersed to the artist(s) that serviced your event. On the day of the event, feel free to tip your HMAU above and beyond for exceptional service. Please make those tips cash.

**FINAL PAYMENT:** The final balance is due (7) days before the day of the event. This amount will reflect all services requested, required minimums, any additional stylist charges, travel fees for all artists and stylists, including the appropriate gratuities for services. If payment is not able to be given, on or before the due date, a \$25 service charge will be added to the client's invoice to accept payments the day of the event. These payments would then have to be made via Cash or Venmo. The person(s) responsible for the entire balance of payment is the person(s) whose name(s) appears on this contract.

**MAKING PAYMENTS:** Yes, you may make payments ahead of the event date Those payments must be made by Venmo or PayPal.

**CANCELLATION POLICY:** Wedding cancellations made more than (90) days before the event, no cancellation fee. (60) days before the event a \$250 cancellation fee. (30) days or less, 100% of the agreed upon invoice is required

**HMAU SICK OR UNEXPECTED UNAVAILABLE DAY OF EVENT:** If a HMAU becomes ill or unexpectedly unavailable the day of your event, Melissa Ann Artistry + CO will make all attempts to fill your day request with another contracted artist from our team. If no other artist is available, the company will return your retention fee and a \$200 inconvenience fee. The client understands, by signing this contract they are voluntarily giving up substantial

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legal rights, including the right to sue the company and the independent artist(s) for services not performed.

**COVID/VACCINATION REQUIREMENTS:** Melissa Ann Artistry + CO. Artists will be wearing a mask based on the state's current rules and regulations, and at the discretion of their own comfort levels. If you require your artists to wear a mask. Please let us know a head of time prior to booking so that we may try to accommodate. We do not require our clients to be vaccinated for our Artists to perform services, and we do not require our Artists to be vaccinated at this time. Please do not ask which artists are vaccinated, we cannot confirm such requests.

**UNFORSEEN CIRCUMSTANCES HMAU:** In the event of fire, accident, flood, act of God, pandemic, or other causes beyond the HMAU's control that prevent performance of the services, the parties release each other from the terms and obligations described here and from damages resulting from non-performance. In no event shall either party be liable for lost profits, sales, or any incidental, consequential, punitive or special damages arising from any breach of this Agreement. Client may not review artist or stylist vendor poorly on social media or other review sites if this happens, as unforeseen circumstances are unexpected. Non-refundable retainer fees shall remain non-refundable in the event that unforeseen circumstances prevent the performance of the services on the date of the event.

**CHANGING DATES/TRANSFERRING OF RETENTION FEE:** If a client must change a date of service from original date, the changing of date must be made at least (60) days prior to the client's original date. Otherwise, it's subject to the Cancellation Policy. The original retention fee will not be transferred to the new date. A new retention fee must be made to secure the new date. If the original HMAU is unavailable for the new date, Melissa Ann Artistry + CO has the right to secure another HMAU from the team to fulfill services on the new date. If no HMUA are available for the new date, this contract is subject to the cancellation policy, if these changes had not occurred prior to (60) days of the original date.

**USE OF IMAGE:** Unless prior discussed and approved, Melissa Ann Artistry + CO may use on its website and / or in any brochure, flyer, or other advertising it deems necessary - any and all photographs, video, audio and any other digitally or chemically stored media that is captured or recorded by Melissa Ann Makeup + CO and any and all of its representatives or agents. Client(s) agree to release any and all claims regarding use of his / her image for such purposes. Client(s) also agrees to release name and contact information of professional photographers / videographers' photographs and recordings.