



Group Spa Party Information Sheet

Contract and Payment

In order to hold appointments for groups our payment policy requires a valid credit card for reservation. If these services are cancelled (5) days before of the party date there will be no charge. Any parties cancelled with less than (5) days of notice will be charged 50% of the value. A gift certificate for the amount charged on the card will be mailed to the cardholder.

Contact Name, Address, Phone:

Email Address: _____

Date of Event _____

Special Occasion _____

Need to leave Portsmouth Spa by: _____

How did you hear about us? _____

Notes of Interest

Method of Payment: (circle)

VISA MC DISCOVER AMEX

Card # _____

Expiration Date _____

Vcode _____

I understand and agree to the cancellation and payment policy.

Signature / Date _____



In order to provide the best experience and service possible we need to know the exact services your party will require.

Name

Treatments Required

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

Please return this via fax 603.373.0920 or mail to Portsmouth Spa, 55 Congress Street, Portsmouth, NH 03801

Thank you for choosing us. We look forward to making your special day perfect!

Portsmouth Spa