

Portsmouth Spa

Wedding Party Information Sheet

Contract and Payment

In order to hold appointments, our payment policy requires a valid credit card. If these services are cancelled (10) days before of the party date there will be no charge. Any parties cancelled with less than (10) 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.

How did you hear about us? _____

Contact Name, Address, Phone:

Email Address: _____

Bride's Name, Address, Phone:

Date of Wedding _____

Time of Wedding _____

Location of Wedding: _____

Need to leave Portsmouth Spa by: _____

Are we traveling to you? YES NO Location / Phone / Notes

Method of Payment: (circle)

VISA MC DISCOVER AMEX

Card # _____

Expiration Date _____

Vcode _____

I understand and agree to the cancellation and payment policy.

Signature / Date _____

Members of the Wedding Party and Exact Services Needed:

Name	Position in Party	Service
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

Please Fax : 603.433.0062

or Mail : Portsmouth Spa, 55 Congress Street, Portsmouth, NH 03801

Thank you for Choosing Us. We look forward to making your special day perfect!

Portsmouth Spa