

## DEFINITIONS

*Client:* The recipient of the services

*Make up artist:* Sophy Jane Make Up

*Agreement:* The contract that exists between the client and Sophy Jane Make Up for the agreed fee

*Fee:* The amount payable by the client to the make up artist for the services agreed in writing

*Event:* Relates in principal to the date whereby the event takes place

*Party:* Additional members of the bridal party or any other persons needing make up on the day of the event

## THE TRIAL

1. Payment for the trial can be made via bank transfer prior to the date, or by cash on the date of the trial.
2. The trial fee is non-refundable if the client decides not to proceed in booking the make up artist's services for the event.
3. Trials are mandatory for the bride, and weddings cannot be booked without one. Trials for the rest of the party members are optional.
4. Trials requested on a weekend or bank holiday will incur an extra surcharge of £50.
5. Trials will take place at the make up artist's home (Lawford, Essex) or at a destination of the clients choice within East Anglia – travel expenses will apply. See point 15. If the client wishes to book the trial outside of East Anglia, this can be discussed before booking.

## SECURING THE BOOKING

6. Arranging a trial does not reserve the make up artist's services for the event, unless a holding fee has been taken. See point 8.
7. The booking of the event is only reserved once the client has paid the 50% deposit to the make up artist, following a trial. See point 9. Unless a holding fee has been taken. See point 8.
8. For bookings of over 1 year in advance (and pre-trial) a holding fee of £100 is required. This fee guarantees the make up artists availability for the date - preventing anyone else from securing it. The holding fee will be offset against the final balance. This fee will be refunded if the client decides not to proceed either before or after the make up trial, providing the cancellation is either anytime before the trial, or within one week following the trial unless the event is less than 12 weeks away in which case it is non-refundable.

## PAYMENT

9. Once the trial has taken place, and the client is happy to proceed, a 50% deposit is required to secure the booking, which can be paid in cash, bank transfer or via PayPal.
10. This needs to be received within 1 week from the date of the trial.
11. If no payment is received within 1 week of the trial, your date will be released and available for booking by other clients.
12. The remaining balance is to be paid in full by the client 1 week before the event. If this is not made 1 week prior, the make up artist may cancel the booking without refund of any prior money received.
13. Last minute bookings (those with 28 days or less until the date of event) are payable in full up-front, in order to secure the date.

## TRAVEL & ADDITIONAL COSTS

14. Travel costs are calculated on a cost per mile basis from Lawford, Essex.
15. Travel will be charged at £0.50p per mile. The client will cover any other necessary travel/accommodation expenses of the make up artist as agreed at time of booking. This includes, but is not limited to tolls, congestion charges, parking costs, accommodation.
16. If the client wishes to have lashes applied, this will incur an additional cost. This will need to be specified 1 week before the date of the event.

## RESPONSIBILITY OF THE CLIENT

17. The client shall inform the make up artist of any issues that may affect the use of any equipment or products in writing. This includes but is not limited to sensitivities, allergies and medical conditions.

18. The make up artist cannot be held liable for any losses that are incurred due to the client's failure to inform them of any known condition in writing.

## 19. AMENDING THE BOOKING BY THE CLIENT

20. Changes to your booking by adding services onto your original booking can only be accepted if time/resources allow on the day of the event. This is the make up artist's decision as to whether extra services are carried out depending on availability.
21. Reducing service: You are required to give a minimum of 8 weeks notice should you wish to reduce numbers or services booked on the date of your event - after such time the full amount for services cancelled will still be payable by the specified due date.

## CANCELLATION OF THE BOOKING BY THE CLIENT

22. The client can cancel the event in writing, at any point.
23. The make up artist will be under no obligation to refund any money paid up until point of cancellation, and the client may be liable for any further payments. See point 24.
24. In the unfortunate event that you wish to cancel your booking completely:
  - 90 days or more to the date of the event, a £100 cancellation fee will apply. The initial 50% deposit will be returned to the client.
  - 89 days or less to the date of the event - the initial 50% deposit will not be returned to the client.
25. Should payments not be received the make up artist may need to proceed with legal action to recover losses and to protect the business.

## CANCELLATION OF THE BOOKING BY THE MAKE UP ARTIST

26. Cancellations made by the make up artist due to exceptional circumstances including, but not limited to, problems rendering the make up artists performance of their obligations where no other suitable alternative can be offered, a full refund will be given to the client, excluding the trial monies.
27. No further compensation will be offered.
28. If the make up artist is made to feel uncomfortable, mistreated, or if anyone becomes abusive/violent or displays any offensive behaviour, she has the right to cancel there and then, without refund.
29. In the event of extreme weather conditions where serious warnings have been issued, we will need to discuss safe options and/or cancellation. In this situation, refunds will be given, excluding the trial monies.

## PHOTOGRAPHY

30. The make up artist may photograph the client at the trial and day of event. They may be used for the make up artists' professional social media accounts and for the make up artists' website. This also includes photos taken by the client's professional photographer with their permission. Please state if you would not like any photos taken or used for marketing.
31. The make up artist is happy to be photographed at the event. However, if an image involving the make up artist or their work is shown on social media platforms or other advertising platforms, please kindly make reference or credit Sophy Jane Make Up.

## LIMITATION OF LIABILITY

32. The make up artist is not liable for any suppliers that she recommends. Sophy Jane Make Up has public liability cover and is insured by Salon Gold.
33. The make up artist's liability shall not exceed the charges paid under this bridal booking agreement.
34. The make up artist shall have no liability for any third-party (product/service) whatsoever regardless of cause, even if it has been recommended.
35. All brushes, tools and make up products are kept sanitary and are sanitised between every make up application. Any skin condition should be reported by the client to the make up artist prior to application and, if need be, a sample test of make up may be performed on the skin to test reaction. The client agree to release the make up artist, from liability for any skin complications due to allergic reactions.

# Sophy Jane Make Up