

# Charlee Hubbert

PROFESSIONAL MAKEUP ARTIST



Booking Form & Contract of Services



## A note from me....

Thank you for booking your Bridal Makeup! Your booking is now confirmed and that's another thing you can tick off your wedding list!

Please read the contents of this document carefully, before completing the details form and signing your contract of terms. If there is anything you are unsure of I am just an email away, so please don't hesitate to get in touch!

I can't wait to work with you to create your dream bridal makeup, and hear all about the plans for your day!

Charlee x



# Contract of terms

## BOOKING FEES

In order to secure my services for your date, I ask for a 20% non-refundable booking fee to be paid no later than 7 days after your initial enquiry and quotation, which can be paid by Bank Transfer only.

If no payment is received, your date will be released and available for booking by other clients. The remaining balance is to be paid no later than 14 days before your event date. In the event of a pandemic I will work with you to reschedule your booking, however if I am already booked and therefore unavailable you accept this forfeits the deposit.

## TRAVEL CHARGES

A fee will be charged for locations outside of a 10-mile travel radius of BH22 9TB. The amount charged is currently 60p per mile; this is subject to increase in 2024/5. All costs for travel to a booked event are to be paid by client. Costs may include, but not limited to: airfare, hotel, transportation and parking.

## BOOKINGS

The deposit/booking fee is non-refundable. Please be advised, dates and scheduled makeup times will only be reserved when your deposit/booking fee is received.

## BOOKING TIMES

A start and end time will be agreed by client and Charlee Hulbert MUA after your trial makeup application.

Each makeup requires a certain length of time to be finished, the usual timeframe is approximately 30mins to 45mins per person.

When reserving your date, book accordingly. Any additional makeup needs outside contract will only be performed at the discretion of the makeup artist (Charlee). All persons involved in makeup appointments need to be available at the scheduled time of said appointment in order to not break the contract. All makeup for more than one person must be at the same location and consecutive times (no gaps in between).

## SATISFACTION GUARANTEED

Makeup will be completed to client's satisfaction, but is not to exceed allotted makeup time. Ample time is given for each makeup upon booking. Acceptance of completed makeup application by client is acknowledgement by client that makeup is done to his/her satisfaction - any issues with the makeup should be discussed in order to be rectified at the time of application.

## TRIAL MAKEUP

Additional trial makeup services take around 1 hour and are limited to 1.5 hours per person; after which you will be charged at £70/hour. Please get in touch at least 72 hours in advance to reschedule a trial should you not be able to attend, otherwise it will be counted as a missed appointment and added to the final balance.

## CANCELLATION POLICY

Charlee Hulbert MUA reserves the right to terminate this contract for any non-compliance of terms, contract will become void and all monies given are non-refundable. This booking arrangement cannot be changed after the artist/s arrives for the appointment.

In the unlikely event Charlee Hulbert MUA can no longer perform services for any reason, she will provide a recommendation for a replacement makeup artist, it is at the client's discretion whether they go ahead with the replacement makeup artist. Client agrees that the refund of 100% of the booking fee in the instance where Charlee Hulbert MUA has to cancel is the only liability to Charlee Hulbert MUA and any associates of business.

## LATE CANCELLATION POLICY

As with many suppliers within the bridal industry, Charlee Hulbert MUA can reserve your date for up to 2 years prior to your wedding date, in turn rejecting other enquiries for this date. If you choose to cancel your booking with less than 3 months notice prior to the date of your wedding, due to circumstances out of Charlee Hulbert MUA's control, you will be charged 50% of the final payment.

## SERVICE LOCATION AND REQUIREMENTS

Location of service for the day-of-event will be at the discretion of the client, but there are certain requirements the makeup artist (Charlee) needs to complete the makeup. A set up table/work area needs to be made available for the makeup artist (Charlee) at said location. Ample lighting, whether by means of natural light or sufficient lighting is necessary for services to be performed properly. Charlee Hulbert MUA will not be held liable for any injuries or damage that should arise while on location and holds the correct insurances to sufficiently protect claims against the business.

## LIABILITY

All brushes, tools and makeup products are kept sanitary and are sanitised between every makeup application. Any skin condition 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 to test reaction. Client(s) agree to release the makeup artist, Charlee Hulbert MUA, from liability for any skin complications due to allergic reactions.

## PAYMENT

The final balance is due 14 days before the event date – no exceptions. The person(s) responsible for the entire balance of payment is the person(s) who has signed the booking contract. Acceptable forms of payment are by Bank Transfer only.

## ACKNOWLEDGEMENT

By making payment of your booking fee and signing and returning this document you confirm you have read and agree to the terms of the contract.

Name:

Date:

Signature

# All the Details

Brides Name:

Husband/Wife to Be's Name:

Date of Wedding:

Location of Wedding:

Bridal Prep Location (if different):

Ceremony Time:

Numbers Confirmed for Makeup Booking:

Trial Date Preferences (leave blank if none):

Any skin conditions/allergies to be aware of:

Additional Makeup related requests:





Thank you for  
booking - I can't  
wait to be a part  
of your day!