



# Party Guide

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## **The Basics!**

### **What happens at a Pamper Party?**

You will have received a Schedule from us by now and you will have advised your guests of their appointment times and let us know of any changes to the timetable for the evening.

Your therapists will arrive with their equipment and a copy of the Schedule so you can feel confident that we have taken all the necessary steps to make sure that everything runs smoothly!

Room(s) separate from your main party area will be needed for two massage couches to really get the relaxing effect. It is important that there is sufficient space for the therapist to work in. If you are in any doubt about room size please let us know.

We recommend the host provides light nibbles and refreshments. Alcoholic consumption should be kept to a minimum prior to treatment.

The host will be responsible for collecting cash payments for treatments and passing the funds to the therapist at the end of the evening.

Debit/Credit card payments will be processed by the therapists either during a break or at the end of the evening.

### **How many people can attend?**

There is a minimum of 4 people and a maximum of 12 people per party although larger parties can be accommodated on request. For smaller parties a minimum of 4 therapy hours is required (excludes tanning parties).

### **What happens if I need to change the number of guests?**

You should let us know as soon as possible preferably 21 days prior to the date of your party as this may affect the number of therapists we send to your party.

### **How long does the party last?**

The party usually lasts between 4 to 6 hours depending on the number of guests and treatments requested.



## How many treatments can each guest have?

We would recommend that each guest book in for one hour's treatment that can consist of a full one hour treatment or two half hour treatments of their choice.

Alternatively guests can now choose from one of our great value beauty packages. ( See the price list for further info)

Please note that for guests having a spray tan this will limit the other treatments we are able to offer, if in doubt get in contact to confirm if your combination of treatments is suitable.

## What should guests wear?

Guests should wear comfortable clothing that can be removed easily if having a massage treatment. Guests may wish to bring a robe with them.

## Do I have to let you know about guests medical conditions?

Therapists will health screen prior to commencement of treatment. However, if either the host or their guests have any concerns about the suitability of a treatment please call us and we can advise if the treatment is appropriate.

## The Booking Process Explained!

**Step 1** - Call on our dedicated telephone number or email us to set a date for your party. At this stage we will require a non-refundable deposit of £5 per person or £45 (whichever is higher) which can be paid by credit/debit card over the telephone. Alternatively you can send us a cheque made payable to **"Pamper You Parties"**.

**Step 2** - Complete the excel booking form available to download from our website and return this to us by email. Alternatively complete the manual booking form (found at the rear of this guide) and post it to us. We ask that you forward your booking form to us at least 21 days prior to your party date (sooner if possible).

**Step 3** - We will contact you at this stage to confirm your booking, check a few details with you and finally forward a timetable, if this is required, for your party.

## Manual Booking Form

Host Name	
Address	
Post Code	
Telephone Number (s)	
Email Address	
Party Date	
Party Start Time	
Number of guests	

**If you have not agreed a suitable date for your party, please contact us as soon as possible to ensure availability.**

Guest No	Guest Name	Treatment(s)	Duration	Cost
Example	Anne Rafferty	1. Leg & Foot Massage	30 Mins	£20
		2. Holistic Mini Facial	30 Mins	£20
				£40
Host				
1				
2				
3				

Guest No	Guest Name	Treatment(s)	Duration	Cost
4				
5				
6				
7				
8				
9				
10				
11				
12				