



**Cocoon Urban Day Spa  
Party booking form**

**Today's Date:**

**Agreement between Cocoon UDS & \_\_\_\_\_**

**Date Of Party/Event:**

**Contact Number:**

**Contact E-mail address:**

**Time of Party/Event:**

**# of People for event:**

**NAME OF EACH CLIENT & SERVICES THEY WISH TO RECEIVE:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

**CATERING REQUIREMENTS: \_\_\_\_\_**

**Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_**

**Name on Card: \_\_\_\_\_**

**I understand that Cocoon Urban Day Spa has a 48hr cancellation policy for all parties booked either during work hours or after hours. A credit card or a deposit is required when booking a party. 48 hours notice is required to cancel or change your party, otherwise a 100% cancellation charge applies if we cannot fill your spot. A \$100 DEPOSIT WILL BE CHARGED TO YOUR CREDIT CARD WHEN WE RECEIVE THIS COMPLETED FORM – THIS WILL THEN BE TAKEN OFF YOUR FINAL BILL.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**