



4710-F Starkey Road SW • Roanoke, VA 24018 • 540.904.6868 • www.polishedbycv.com

Party Request Form

Polished by Claire V. was started in 2009 with the goal to provide our clients with a memorable, upscale boutique and spa experience at an affordable price. At Polished, we are all about making sure our customers have the best experience they possibly can, especially for those special moments in their lives.

We offer a wide variety of special event packages for your group of 5 or more. Packages can be customized to meet all the needs of your group. Here are just a few examples of the different types of parties we offer: bridal parties, baby and bridal showers, birthdays, book clubs, and corporate events.

Choose from one of our many party packages that are listed below. We offer a wide range of services including our signature diva manicure and pedicure which features a skin-softening sugar scrub and a hand or foot massage.

Whether you're getting ready for a night out with the girls or preparing to walk down the aisle, Polished is the place for you. Call or stop by today to book your next special event with us. Come in and relax and let us take care of you, when we are finished you will leave...Polished!

Please review this entire packet closely and provide us with the information requested as well as completing the guest list sheet(s) that are located at the end.

Please return the completed and signed party form with completed guest list to us via email to events@polishedbycv.com. Once we receive your completed and signed form, we will contact you within 2-3 business days to confirm your reservations and guarantee your appointments.

If you have any questions, please feel free to contact us by email at events@polishedbycv.com or by phone at 540.904.6868.



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Policies and Procedures

Please read the following policies and procedures section closely as it contains important information to make sure that you have the best party possible. If you have any questions, please contact us at events@polishedbycv.com or by phone at 540.904.6868.

Thank you for choosing Polished as the location for your next event! **Once we receive your signed contract**, our events coordinator will be in contact with you within 2-3 business days to confirm your reservation and to guarantee your appointments. We will try our best to schedule your event at the location of your choice, however it is not guaranteed if there are scheduling conflicts. Please note that to be considered a party; you must have a minimum of 5 guests. All parties with less than 5 guests should be booked as regular appointments by calling your desired location or by contacting info@polishedbycv.com.

Champagne:

We offer all guests over the age of 21 a complimentary glass of champagne during the party. However, if guests would prefer to bring their own champagne or wine for their event, please let us know.

Cancellations:

We require at least 48 hours' notice for any cancellations or downgrades to your reservations. For any reason if there is a missed appointment, a late guest, or a last minute downgrade, we will charge 50% of the service total to the credit card on file. If you need to cancel your appointments for any reason, you must speak with our events coordinator or office manager to do so.

Arrivals:

We encourage guests to arrive early to allow time to talk and interact with their party as well as choose their scent and polish color for their services. In order to remain on schedule for all our clients, we ask that you please arrive 15 minutes prior to your scheduled appointment times. We may have to adjust the length of your service time if you arrive more than 10 minutes late to your scheduled appointment. If we have to adjust or shorten your appointment due to a late arrival, you will still be responsible for the full-service fee of your originally scheduled appointment.

Credit Card:

On the day of your event, all of your guests will be allowed the option of paying separately for their services. Please note that a 20% gratuity will be added to all services at checkout, but guests may choose to add an additional amount when they check out. The only time we will charge the credit card on file is for missed appointments based on our cancellation policy above.

Master Technicians:

Services performed by one of our Master Nail Technician's will incur an additional \$5.00 fee per service. Please speak with the events coordinator for the individual names of our Master Technicians. Little Diva Service, Tween Services and Service Upgrades are exempt from this additional fee.

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Nail Services Packages*

Below is a list of our most popular manicure and pedicure combinations

Get Polished Package--Diva Manicure and Diva Pedicure

90-120 minutes

\$52

\$62 with a Master Technician

Get Pampered Package--Shellac Manicure and Diva Pedicure

90-120 minutes

\$62

\$72 with a Master Technician

Get Perfected Package--Shellac Manicure and Shellac Pedicure

90-120 minutes

\$70

\$80 with a Master Technician

Little Diva Service Options*

Below is a list of our service options for guests ages 8 years old and younger

Little Diva Manicure

30 minutes

\$15

Little Diva Pedicure

30 minutes

\$18

Little Diva Get Polished--Little Diva Manicure and Little Diva Pedicure

60 minutes

\$32

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Tween Service Options*

Below is a list of our service options for guests ages 9 to 12 years old

Tween Diva Manicure

45 minutes
\$22

Tween Diva Pedicure

45 minutes
\$25

Tween Shellac Manicure

45 minutes
\$27

Tween Get Polished--Tween Diva Manicure and Tween Diva Pedicure

90 minutes
\$40

Tween Get Pampered--Tween Shellac Manicure and Tween Diva Pedicure

90 minutes
\$45

Additional Service & Upgrade Options

Below is a list of our removal services and available service upgrades

Removals--All removals require additional time be added to your scheduled service.

Acrylic Nail Soak Off - \$30

Gel Polish Removal - \$15

SNS or Dip Powder Removal - \$20

Upgrade Options

Chrome Nails - \$10 per set

French - \$5 per set

Glitter - \$5 per set

Honey Heel Glaze Foot Treatment - \$15

Nail Art - \$2 per nail or \$16 per set

Paraffin Wax Infusion - \$10 per set

Upgrade to Shellac Polish - \$12

***20% Gratuity will be added to the final cost of your services**

For a complete listing of all our services, please visit our website at www.polishedbycv.com.



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Contact Information

Party Contact Name: _____ Phone Number: _____
Email Address: _____ Event Date: _____
Start Time: _____ End Time (If Needed): _____
Number in Party: _____ Party Occasion: _____

Please select which store location you would like for your event:

Downtown Roanoke

Southwest County Roanoke

Credit Card Information

The credit card information is just to reserve your appointment times and will not be charged. Each person may pay for themselves the day of the party. The only time the credit card on file would be charged is in the event of late cancellations or no shows for the appointments.

Name on Card: _____ Security Code: _____
Credit Card Number: _____ Expiration Date: _____
Street Address: _____ Apartment or Suite: _____
State: _____ Zip Code: _____
Phone Number: _____ Email: _____

My signature below indicates that I have read and understand the Polished by Claire V. policies as laid out in this packet.

Print Name: _____

Signature: _____ **Date:** _____



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How did you hear about us?

- Friend-Name: _____
- Bella Magazine
- Bridal Show
- SpaFinder or Spa Week
- Wedding Planner Magazine
- Online
- Website
- Other (please specify) _____

Reservation Information

Please provide the names and services for each guest who will be attending your event on the list below. It is important for us to have each guests name so that we can label each service with the correct guests name. This not only helps to ensure your party guest receive the correct services, but that it also helps our technicians to know who they will be working with in your group as well as helping them to stay on time.

We do book all our services by appointment only and follow a strict schedule. If you show up with more people in your party than were on your form/list, there is no guarantee that the additional people will be able to have services done.

The final guest list/count must be completed and returned to our events coordinator no later than 5 days prior to your event date. After that date, no other adjustments to the number in your party will be permitted.

Once our event coordinator has finalized your party, they will send you an email with the appointment schedule for the day of your event. In the email, they will list each person's name, appointment time and the services they are receiving.



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Guest List

Please fill out the list below with the information for each guest who will be attending your event

First Name	Last Name	Services Requested	Removals Needed	Upgrades Requested	Technician Requests