



Parties During Regular Business Hours

- **What's a party?**

Embellish considers any group of 5 or more guests to be a party. Groups of five or more must fill out an Embellish Party Reservation Form in order to book, regardless of whether one host books all the appointments or guests call in individually to book.

- **What do I need to do to book a party at Embellish?**

1. Please call or email us to determine if we have availability for the time and date of your event.

2. Complete the Embellish Party Reservation Form below and email it to the location where you would like your event to be held. We'll need a credit card to hold the appointment spots, however there is no deposit or charge to your card prior to your event and guests can pay individually on the day of the event.

3. Confirm your final guest list and which service(s) each guest would like no later than five business days before your event. Should a guest cancel or downgrade their service to one of lesser value less than five business days before your event, **the host will be responsible for paying for the service** as it was confirmed five business days before the event. We will make every attempt to fill vacancies created by a cancellation with another guest. If we can fill the vacancy, we will not charge you for the cancelled service.

4. Make sure your guests arrive on time! On busy weekends, we tend to book up and we do not allocate extra time for lateness. If a guest is late, we may have to abbreviate the service to stay on time but the guest (or host) will still be charged the full price of the service.

- **How many guests can Embellish accommodate?**

At the Embellish-Triangle location on North Lamar Blvd., we can accommodate up to 7 guests simultaneously; however, the total number of services that can be performed at one time is also dependent on the number of therapists staffed on a given day and time.

At the Embellish-Westlake location on Bee Cave Road, we can accommodate up to 10 guests simultaneously; however, the total number of services that can be performed at one time is also dependent on the number of therapists staffed on a given day and time. If you have a large group (more than 7), we strongly suggest you consider the Embellish-Westlake location. This space is twice the size of the Triangle location and features an outside deck where your guests can lounge between services.

We've hosted groups from 5 to 50! If you have more than 7 or 10 people in your party, we'll schedule your party in multiple rounds. This means some of your guests will wait to start their service until someone else in your group finishes. We can send you the schedule in advance so that your guests



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arrive just before their appointment times. Alternately, your guests are welcome to arrive all together and wait until it's their turn for a service.

If you have one or two members of your group who want to come to your event but do not want a service, that's fine. We just ask that you be considerate of our other patrons. Keep in mind that most of our space is dedicated to pampering guests getting services.

- **Will we have Embellish to ourselves?**

Not necessarily. We will seat your party together depending on the individual services requested. However, if your party is not large enough to take up all available appointment spots, other guests may be seated near you. Embellish is available for private events outside of regular business hours. Please refer to that section of this document for more information.

- **Is gratuity included?**

A 20% gratuity for our therapists will be added on each guest's check (or on the host's bill if desired).

- **What beverages does Embellish offer? Can I bring in food or drink?**

Embellish offers complimentary ice water, Diet Coke, regular Dr. Pepper and white wine. On Fridays and Saturdays we also offer complimentary mimosas. If you plan to bring in food or specialty drinks, a 5% accommodation fee will be added to each guest's service (or to the host's bill if desired). This covers our time helping you set-up, the use of our serving dishes, disposable plates, napkins and utensils, and our assistance with clean-up. Please keep in mind that we have very limited space and strongly prefer that you do not bring in breakable dishes. Typically, one or two trays of finger foods work best!

At our Westlake location, we also have a great deck with tables and chairs that you may use as well.



Parties Outside of Regular Business Hours

Parties held outside of normal business hours will be considered **private**. The entire salon will be reserved for your group.

- We charge a flat rate per service that includes: gratuity, the accommodation fee for bringing in food, French/American polish, complimentary drinks and a salon hostess.
Those rates are:
 - Regular pedicure, \$65
 - Embellished pedicure, \$85
 - Regular manicure, \$50
 - Embellished manicure, \$65
 - Regular mani/pedi combo, \$115
 - Embellished mani/pedi combo, \$130
 - We do not offer petite services prices (for kids 10 & younger) for private events.
 - For all other service prices, please call or email.
- If you'd like to stay after all services are complete, there is a \$75 fee per hour for a salon rental, rounded up to the nearest quarter hour.
- For private parties, we have to specially arrange for our staff to work extended hours, so please call or email before finalizing your plans!
- Private parties can typically start within 30 minutes of our scheduled closing time.

Space Rental for Private Events

Both Embellish locations are available to rent for your event without services. The rates below include a salon hostess that will be available throughout your event.

- The Embellish Triangle location is available for \$150 per hour with a two hour minimum.
- The Embellish Westlake location is available for \$200 per hour with a two hour minimum.
- This rate will be rounded to the nearest quarter hour. Your time will start accruing when the last Embellish guest not related to your party leaves and you have the salon to yourself for set-up. We recommend planning on starting your event 30 minutes after Embellish's scheduled close time. This fee does not include beverages, serving dishes, disposable dinnerware, etc.
- The host will be responsible for returning Embellish to its original state after the party. Additionally, the host will be responsible for any and all damage to merchandise, furniture, fixtures and property.



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Hostess Name:	
Party Date:	
Location (Triangle or Westlake):	
Guest of Honor Name (if applicable):	
Occasion (bridal party, shower, birthday):	
Party Start Time:	Party End Time: (We'll figure out the end time of services. Just fill this in if you need to finish up by a certain time.)
Phone #:	Email:

Credit Card #:	
Zip Code of Billing Address:	Credit Card Exp Date:
Special payment instructions (i.e. Will host pay for guests? Will host pay for only guest of honor? Will accommodation fee be paid for by host or guests?):	

- I am responsible for paying for any service cancelled or reduced to one of lesser value less than five business days before this event.
- I am responsible for ensuring guests arrive at least 5 minutes before their scheduled appointment start time.
- I am responsible for any damage caused by someone in my party to any property of Embellish Nails & Boutique.
- I hereby release Embellish Nails & Boutique from any liability or responsibility for any injury to my guests or damage to my/their property.

Name: _____ Date: _____

Please return this form via email or drop it off in person at the location where you would like your event to be held:

Embellish Nails & Boutique - Triangle
 4615 N. Lamar Blvd.
 Suite 300
 Austin, TX 78751

triangle@embellishnails.com
 512-452-7465

Embellish Nails & Boutique - Westlake
 3663 Bee Cave Road
 Suite 3
 Austin, TX 78746

westlake@embellishnails.com
 512-328-9898

Please note: you may call with your credit card number if you do not feel comfortable emailing it.



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For planning purposes, we need to know in advance which nail, waxing or facial service each of your guests would like to receive (remember we do not offer artificial nails of any kind!). Please indicate whether they would like a regular service or our upgraded Embellished service. If possible, please also indicate if they would like a French polish.

#	Guest Names	Service	Price
1			
2			
3			
4			
5			
6			
8			
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11			
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