

# GROUP PARTIES / EVENTS

Please review the following information below, initial beside each component, and sign at the bottom.  
Fax completed form to 213-487-2701, attention Marketing Department.

Date of Party \_\_\_\_\_ Time of Arrival \_\_\_\_\_ to \_\_\_\_\_ am/pm

Number of guests \_\_\_\_\_ Today's Date: \_\_\_\_\_

Occasion \_\_\_\_\_

Party host information:

Name/company \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home phone \_\_\_\_\_

Email \_\_\_\_\_

Deposits (non refundable) \_\_\_\_\_

A party can be penciled in; but will not be confirmed until 50% deposit of the total price is received, along with a signed contract. At the conclusion of your event this deposit will be deducted from your total bill. Once this deposit is rendered there will no refunds. You can change the date only if space is available, but no refunds will be given.

Guest List/Guarantees \_\_\_\_\_

The final number of guests for all events should be confirmed and guaranteed 48 hours prior to the event. Please provide numbers for each gender, so we can prepare items and reserve lockers. This will also ensure us to meet your needs. Once this number is received, it will be considered final and you will be charged for that full amount of guaranteed persons. If more persons should happen to show up and we have room to accommodate we will charge an additional fee per head plus tax and gratuity.

Outside Food and Alcohol \_\_\_\_\_

No outside food items or alcohol are permitted on premises. Cake is permitted for private events on our rooftop terrace. Please provide your own disposable plates and utensils.

Changes /Cancellations \_\_\_\_\_

For parties of 25 or more in the event of a cancellation with 48 hours or less of the scheduled date, you will be charged an additional \$150.00. No changes are accepted over the phone. Changes have to be made in writing.

Damages/Loss \_\_\_\_\_

Wi Spa will not assume responsibility for damages or loss to any merchandise or articles left in the lockers prior to or following an event.

I have read and agree to all of the Wi Spa policy. My signature below will act as my acknowledgment of all the conditions, as well as authorization to charge the nonrefundable 50% deposit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date