



# R A D I A N C E

## **Group Reservation Form**

6209 S. Pinnacle Place  
Sioux Falls, SD 57108

Phone: 605-275-9535

Fax: 605-275-9536

### **Available Dates:**

These dates are tentative because we cannot reserve services until credit card numbers are received. Also, these dates may have been shared with other groups who are considering Radiance, so the booking will be based on the first group to get their Group Reservation Form in along with their deposits.

Please determine a date and complete the form as soon as possible so that other clients or groups will not have the opportunity to book services on the dates you have requested.

Option I: \_\_\_\_\_

Option II: \_\_\_\_\_

Option III: \_\_\_\_\_

Option IV: \_\_\_\_\_

Special Needs: (Please list any special accommodations that may be required, i.e., health, handicaps, scheduling, food, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The Group Leader is responsible for ensuring that all guidelines are shared with each guest visiting Radiance.**

# Group Guidelines

**Groups:** We recommend that you make your appointment 4 – 6 weeks in advance to ensure you get your desired appointment date and time. Only individuals enjoying services are allowed in the spa.

**Credit Card Deposits:** Before we can reserve your services we require the completed group reservation for each persons attending and a *credit card number for each person attending*. Please list individual credit card numbers on the form along with the expiration date.

**Gratuity:** With groups, a 15% gratuity will be added to your bill.

**What to wear:** When you arrive at the Spa, you will be given a locker key, a luxurious robe and a pair of slippers for your use while visiting the spa, be as comfortable or casual as you like when visiting Radiance Day Spa. If you are enjoying one of our Body Therapy treatments in our wet room you may bring a swimming suit from home or a set of disposable under garments will be provided for you.

**Jewelry and Valuable:** Since you will have to remove all jewelry before your services, we *suggest that you arrange care for your valuables prior to your visit with us*. We regret that we cannot be responsible for loss or damage to personal articles.

**Food and Beverage:** We want to take every measure to make sure your experience is an enjoyable one. Fresh water and warm herbal tea will be provided for each individual enjoying our services. If you have special food or beverage requests please speak directly to the Spa Director.

**Your punctuality** is greatly appreciated so that you can receive the full benefit of your services. We schedule services to permit the proper amount of time to complete each service. With groups, we find that an arrival time of 30 minutes before your service time works well to ensure we begin on time. An early arrival helps your day start out with a positive beginning. Services lost due to lack of punctuality will be charged in full to the individual since you are reserving service slots where other clients could have been serviced. *Therefore, please make sure you arrive on time to avoid paying for services you did not receive.*

**Cell Phones and Pagers:** Due to the tranquil nature of our environment, we ask that cell phones and pagers be turned off prior to entering the Spa. Unless your group has made arrangements to enjoy the spa to yourself, we also ask that group participants contribute to maintaining a serene atmosphere. We want you to have fun and enjoy your experience, while keeping in mind there are other individuals enjoying spa services as well.

## Important Notice

**Group Cancellation Policy:** A **one-week notice** (5 business days) is **required** for cancellation of services to avoid the full service amount being charged to you. Last minute cancellations (within the 5-day period) of any group member will be charged the full amount for the service slots reserved for that day. A replacement person to fill the slots is acceptable. We require a major credit card for each client to hold the appointment slots. If a group leader is using his/her card to hold all slots, the charges will be made to that card. Due to the complexity of scheduling groups, we will not be able to make any last minute changes or adjustments to services. Any and all special requests need to be made ahead of time to the Spa Director.

## Suggested Group Packages

Scheduling for large groups requires that you have a good mix of the services that we offer. Group members may each customize their own package from the menu. If you would like recommendations on services for your group size and time available, please contact the Spa Director.



# RADIANCE

## Group Reservation Form

Please complete the following information on each person in your group

Contact Person: \_\_\_\_\_

Number in Group \_\_\_\_\_

Home Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

<p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Home# _____ Work# _____</p> <p>Requested Services or Package Name:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Deposit: M/C _____ Visa _____ Amer Exp _____</p> <p>Account# _____</p> <p>Expiration Date: _____</p>	<p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Home# _____ Work# _____</p> <p>Requested Services or Package Name:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Deposit: M/C _____ Visa _____ Amer Exp _____</p> <p>Account# _____</p> <p>Expiration Date: _____</p>
<p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Home# _____ Work# _____</p> <p>Requested Services or Package Name:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Deposit: M/C _____ Visa _____ Amer Exp _____</p> <p>Account# _____</p> <p>Expiration Date: _____</p>	<p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Home# _____ Work# _____</p> <p>Requested Services or Package Name:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Deposit: M/C _____ Visa _____ Amer Exp _____</p> <p>Account# _____</p> <p>Expiration Date: _____</p>

**Cancellation Policy:** A one-week notice (5 business days) is required for cancellation of services to avoid the full service amount being charged to you. A last minute cancellation of any group member will still be charged the full amount for the service slots reserved for that day. Please note: A replacement person to fill the slots is acceptable.

**Contact Person:** Please sign acknowledging that all guidelines have been read and shared with all Group Members.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_