

# KOHLER *Waters* SPA®



## **SPA GROUPS AGREEMENT**

You deserve a night out! Group Spa Day is available upon advance reservation for groups of five or more guests from 5:00pm to 9:00pm on Thursday & Friday evenings and offers our guests - age 16 and older – a perfect opportunity to enjoy a peaceful retreat among friends!

## **REQUIREMENTS**

Service minimum is one 50-minute or two 25-minute spa services per guest. Your Spa Group is welcome to check in as early as 4:00pm. All group participants must be at least 16 years old.

## **SPECIAL GROUP RATES AVAILABLE on THURSDAY & FRIDAY EVENINGS**

Discount of 20% on spa services

Special room rate at Chicago Southwest Marriott at Burr Ridge on Fridays (call 630-986-4100 to book)

Complimentary Marriott shuttle service to and from the hotel

Discount of 20% on spa products

## **GENERAL INFORMATION**

Kohler Waters Spa seeks to offer our guests a memorable and relaxing experience. To ensure a smooth scheduling process, we ask that a designated group contact make all spa appointments directly through the Kohler Waters Spa Group Sales Coordinator.

We ask that your group contact agree to spa policies on behalf of all guests that will be attending, via a signed agreement or email acknowledgement. Our Group Sales Coordinator will facilitate the fulfillment of the reservation upon receiving the agreement or acknowledgement.

## **BILLING**

Service prices quoted are current rates and subject to change. Guests pay the current service rates on the day of arrival (less the Group Spa Day discount of 20%).

A twenty percent gratuity will be added on the full rate of service as a convenience, however this may always be adjusted based on the individual. Kindly inform the guest services agent if you wish to adjust gratuity upon check out.

## CANCELLATIONS AND SPECIAL REQUESTS

To avoid being charged full cost of confirmed spa appointments, we require prior notice for cancellations:

Entire group cancellations - **72 hours** prior to date of the visit.

Individual guests - **24 hours** prior to date of the visit.

To ensure a smooth check-in experience for your Spa Group, notify the spa of any requests or schedule changes well in advance. We are not able to guarantee availability for last-minute requests.

## IMPORTANT INFO TO SHARE WITH YOUR GROUP

Earliest check-in time for Spa Groups is 4:00pm, unless otherwise arranged with our Group Sales Coordinator.

Arrive at least 30 minutes prior to first appointments to change into your robe and enjoy the amenities.

Delayed arrivals will result in abbreviated services and the guest is responsible for the full cost of the time reserved.

Please inform your guests that bathing suits are required in the Circle of Tranquility.

Spa etiquette regarding quiet voices, prohibited use of cell phones & photography, as well as no outside food or beverages must be observed by all guests in your group. Our locker rooms and relaxation areas are communal spaces that other spa guests will also be enjoying.

## FOOD AND BEVERAGE

Light snacks & beverages are provided by the spa. Fresh fruit or vegetable trays are available for purchase through the spa, and must be ordered one week in advance.

All outside food & beverages, including alcohol, are strictly prohibited. We encourage you to visit one of the wonderful Burr Ridge restaurants for dinner or drinks after your spa experience!

Visit [www.shopburr ridge.com](http://www.shopburr ridge.com) for a listing of our neighbor stores and restaurants.

## STAY CONNECTED

Want to find out about our newest services, promotions and special events? Like us on Facebook, follow us on Instagram, and sign up for our monthly newsletter at [www.kohlerwatersspaburr ridge.com](http://www.kohlerwatersspaburr ridge.com)!

## ACKNOWLEDGEMENT

I agree to the above spa policies and will share them with my group.

Group Contact

Group Sales Coordinator

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\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_