

# Event Chair Massage Request Form

EDEN SPA ALTAMONTE

Please fill out this form completely and fax to (407) 303-3331 or email to [FH.Alt.Eden.Spa@AdventHealth.com](mailto:FH.Alt.Eden.Spa@AdventHealth.com)

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

Occasion: \_\_\_\_\_

Time (Please expect a 5-minute break for each hour): \_\_\_\_\_

Location: \_\_\_\_\_

Details on event location: \_\_\_\_\_

\_\_\_\_\_

What is the setting? (Separate room, hallway, foyer, quiet, noisy, etc.) \_\_\_\_\_

Number of therapists requested: \_\_\_\_\_

How many minutes per massage? (20-minute maximum) \_\_\_\_\_

Number of people expected to receive massages: \_\_\_\_\_

Contact person and phone number: \_\_\_\_\_

Name of contact person for day of the event: \_\_\_\_\_

## Terms & Conditions

1. Charges for events are \$65 per therapist, per hour. If a therapist is needed to stay longer than requested time, an additional \$65 charge will apply per hour, or \$32.50 for every half hour.
2. After every massage, please allow about 2-3 minutes for sanitary cleaning and readjustment of massage chair before the next client.
3. After every hour, please give therapists a 5-minute break to prevent cramping and allow for a water break.
4. Please allow a 30-minute lunch break for events longer than 5 hours.
5. If event is not on the AdventHealth Altamonte campus, a \$15 travel fee per therapist will apply.
6. A recommended client-to-therapist ratio is 4:1 with a recommended 10-minute massage per client.
7. There is a 20-minute maximum massage per client.
8. If the event is coordinated by pre-scheduled appointments, please ensure that guests know to show up on time for their appointment to prevent delays for others.

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

**Eden Spa Altamonte**  
601 East Altamonte Drive, Suite 1721  
Altamonte, Florida 32701  
(407) 303 - 3348  
Located inside AdventHealth Altamonte Gift Shop

**Hours of Operation**  
Monday: 9:00 am - 5:00 pm  
Tuesday - Thursday: 9:00 am - 7:00 pm  
Friday: 9:00 am - 4:00 pm  
Closed Weekends

