

# Colours Hair Studio

## SALON RULES AND REGULATIONS

The salon known as Colours Hair Studio is open year round except during a scheduled closure for a class, maintenance, repairs, and/or remodeling in which case a 30 day notice will be provided to all contracted stylists unless the closure is the result of an emergency. The salon is to be open for regular business Tuesday thru Saturday from 9am to 8pm with extended hours usage available with prior notice to the owner, unless renting fulltime. The salon is closed on Sunday and Monday unless arrangements have been made with the owner.

At each closing time the open sign is to be turned off and the front door locked. All contracted stylists are expected to arrange the bulk of their work hours during the regular hours that the salon is open for business. Full-time or part-time contracted stylists may work extended hours as long as the salon rules are followed during that time.

The salon is to be closed on Sundays and Mondays unless a full-time or part-time contracted stylist has made arrangements with the owner to use the facility for a specific amount of time on those off days. The salon is not available for hourly or day rates on the off days. The salon will be closed on Thanksgiving Day, Christmas Day, and New Years Day without exception.

All stylists working at the salon must have all the proper forms completed and copies of the forms must be on file with the owner. The forms include: Current Concord City Business License, Current Cosmetology License, a current owner/stylist agreement including advertisement permission slip, and current emergency contact information for all stylists working at the salon.

The fee owed to Donna Patterson, the owner of the salon, depends on the type of rental space each stylist has agreed to use and is not reflective of the actual hours the stylist works at the salon, unless contracted for daily rates. All daily use is based on space availability and must be arranged with the owner. Contracted full-time and part-time stylists have priority for rental space over daily stylists. All fees are subject to change at the discretion of the owner with a 30 day notice in writing to all contracted stylists.

A Security Deposit equal to one month of the contracted fees plus a \$200 cleaning and repair deposit is due on all guaranteed rental space with an agreed upon start date. All security deposits will apply to the last month of the stylist's contract, unless the stylist is signing a new contract, in which case the security deposit would roll over to the new agreement. All security deposits are not refundable nor will apply to the last month's rent if a stylist's contract is terminated due to gross negligence of the owner/stylist

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**contractual agreement and the rules and regulations of the salon. Security deposits are also non-refundable for failure to start on the agreed upon start date and time.**

**All stylists are expected to keep the salon clean and free of clutter, which can be a safety hazard for other stylists and clients. All cleaning deposits are refundable if the stylist has complied with those expectations and has kept up the station and the floor surrounding it for the benefit of the salon and the business as a whole. The cleaning and repair deposit will not be refunded if extensive cleaning and maintenance is needed due to neglect of the station and the salon as a whole on the part of the stylist.**

**All regularly contracted full-time and part-time stylists fees are due on or before the 25<sup>th</sup> day of the prior month, for example the rent for April is due on March 25<sup>th</sup>. Stylists are to refer to the payment schedule for any variation. Regular fees are to be paid to the owner as stated on the payment schedule, plus any additional fees that have been agreed upon between owner and stylist such as dividing the security deposit over a 90 day period, or extended hours usage, etc. Regular fees are also due to the owner for all weeks containing the above mentioned holidays that the salon is closed, including any vacation or sick time when the stylist is not working.**

**Payments may be made via credit card, cash, check, or money order. Credit card payments may be made using Salon Swipe. Salon Swipe Payments will have a \$5 processing fee added. Checks or money orders may be placed in the rent box at the salon or mailed to:**

**Colours c/o Wright Way Management, 6680 Alhambra Ave. #507, Martinez, CA 94553**

**Any cash payments must be made in person and must be receipted.**

**Owner agrees to provide stylists with: a station, towels, robes, back bar with basic shampoos and conditioners, electricity, water, insurance, and lockers for stylists property.**

**Each stylists must provide: only hair services in the salon, their own chemicals, specialty products, own tools, capes, lock for locker, and a black rollabout.**

**Stylists will be required to pay for or replace any new salon equipment that is owned by Donna Patterson and is used by the stylists and is determined to be damaged beyond normal “wear and tear”. Please respect your workplace and take care of it. Please turn everything off when you are closing and lock up. Leaving the salon unlocked when closing is a serious violation and any stylist who is responsible for leaving the salon unlocked and/or not turning off equipment and lights etc. will be subject to a fine. Second time fine is doubled. Third time will result in immediate termination of owner/stylist agreement**

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**and a non-refundable security deposit.**

**All stylists at Colours are expected to dress tastefully for work and keep their station and area clean and neat. All stylists are also expected to respect each other's business. Stylists are to work at their contracted station only unless given permission by another stylist to use their station. No stylist is to pirate clients from another. Any stylist guilty of pirating clients from another will have their contract immediately terminated. Such behavior will not be tolerated at Colours.**

**Speaking negatively about another stylist to the others while at the salon will not be tolerated either. Being judgmental of others and gossiping of any nature are strongly discouraged. Stylists are expected to be considerate of each other and help to create a pleasant working environment for all. If a stylist is having trouble with another stylist, please consult owner/manager for mediation. The owner reserves the right to terminate a stylists contract if in the owner/manager's opinion the stylist's continuation at the salon is detrimental to the salon, the other stylists, and the business as a whole.**

**Stylists are also not allowed to have their small children at the salon while they are working unless the children are supervised by another adult so that they are not an annoyance to the other stylists and their clients. Laundry and janitorial chores are not to be done during regular business hours. However, sweeping and tidying the salon during regular business hours is necessary and expected.**

**Salon rules and regulations are subject to periodic revision.**