



Name \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Nancy Wallace Pilates recommends that you consult with your physician before beginning any exercise routine. All instructors at Nancy Wallace Pilates are certified instructors (and are subject to change); however, are not doctors and do not diagnose or guarantee to fix injuries. The discipline of Pilates exercise instructed at Nancy Wallace Pilates has been known to help alleviate and help the healing process with existing injuries by participating in a consistent routine. Exercise routines that require modification and special attention will be administered to the best of the instructor's ability. Nancy Wallace Pilates and its instructors will not be held responsible for injuries and cannot guarantee any results.

Nancy Wallace Pilates is a registered trade name of Butt & Thigh Sculpture, LLC.

**Policies & Procedures**

- All guests are required to sign a waiver before entering workout area.
- Any persons under the age of eighteen (18) must have parental consent.
- Nancy Wallace Pilates is not responsible for any lost or stolen personal items.
- Nancy Wallace Pilates reserves the right to refuse service to anyone.
- Pregnant clients: Some instructors may require a note from your doctor.
- Socks must be worn at all times in the workout area.
- Same day appointment changes apply to privates only and must be both with the same instructor and appointment type. If client decides to reschedule with different instructor, charges for each appointment will apply.
- Packages and pricing are subject to change and are available at the studio. Pricing current as of publication.
- Pricing structure is based off a sliding scale. Pricing varies based off the package purchased and of appointment scheduled.
- The Monthly Membership is \$59.95 +tax and includes \$30.00 credit back to the account every month. Nancy Wallace Pilates requires written notice via email to cancel or suspend Membership. See Monthly Membership Agreement for details. The appropriate rate will be deducted per the appointment schedule. **Nancy Wallace Pilates has a strict 24-hour late cancellation policy.** Notice to cancel or change appointment must be submitted via email or via phone call to Nancy Wallace Pilates 24 hours prior to the start time of the scheduled appointment. This applies to all appointments held at Nancy Wallace Pilates.
- **STANDING APPOINTMENTS:** Reoccurring weekly appointments through one (1) calendar year. All appointments cease on December 31st. Nancy Wallace Pilates coordinates with private, semi-private, and group appointments to continue through the following calendar year or change/cancel standing appointments. Clients can cancel/change standing appointments at any time via email. Clients can adjust appointments weekly from their standing appointment, unless Nancy Wallace Pilates receives notice we will assume that the standing schedule will resume.
- **PRIVATE INSTRUCTION:** Instructors work individually on Pilates related goals in a 55-minute scheduled appointment. A 24-hour late cancellation applies for bi-weekly appointments and standing appointments.
- **SEMI-PRIVATE INSTRUCTION:** (Two (2) clients taking 55-minute Pilates instruction with one (1) instructor): This appointment is tailored to the skill set of both participants and goals will be addressed in these appointments. Clients holding standing appointments with one (1) partner and instructor are held to the same 24-hour late cancellation policy. If one (1) of the two (2) clients cancels within 24 hours of the scheduled start time of the appointment, the partner will be notified with: (1) the option to switch the semi-private instruction to a private instruction; or (2) opt out of that appointment without change. If one (1) of the two (2) partners cancels after the 24-hour late cancellation policy, all charges will apply. If one (1) or both of the clients are members, Nancy Wallace Pilates reserves the right to apply the \$30.00 credit toward the semi-private instruction to cover the cost of the private instruction.
- **GROUP INSTRUCTION I:** For three (3) to four (4) clients committed to a bi-weekly or standing 55-minute scheduled appointment, a 24-hour late cancellation applies for bi-weekly appointments and standing appointments.
- **GROUP INSTRUCTION II:** (Three (3) to four (4) clients taking 55-minute Pilates instruction with one (1) instructor): This appointment is tailored to the skill set of all participants and goals will be addressed in these appointments. Clients holding standing appointments with partners and instructor are held to the same 24-hour late cancellation policy. The rules for Group instruction are: (1) if one (1) of the four (4) clients cancels within or after the 24-hour late cancellation, all charges will apply, but the structure of the group will not change; (2) if two (2) clients cancel within or after 24 hours, the group will automatically turn into a semi-private instruction; (3) if three (3) of the four (4) clients cancel within the 24-hour late cancellation policy, Nancy Wallace Pilates will notify the remaining client for the option to take a private instruction class or opt out of the appointment. If that client is a member we reserve the right to apply the \$30.00 credit for the monthly private instruction.
- **JOE'S TOWER CLASSES:** Same day reservation can be made for this class and the 24-hour late cancellation applies. Nancy Wallace Pilates requires that three (3) participants are registered for the class to commence and the maximum attendance is four (4) participants. Instructors are subject to change and class is subject to cancellation if there is not the required amount of clients registered for the class that day.
- All packages purchased at Nancy Wallace Pilates are transferrable and have no expiration date.
- All packages purchased at Nancy Wallace Pilates are non-refundable. **Initial Here:** \_\_\_\_\_
- **24 HOUR CANCELLATION POLICY:** All clients holding appointments with Nancy Wallace Pilates must send an email to info@nancywallacepilates.com (or leave a voicemail at 425.646.8400) a minimum of 24 hours prior to scheduled appointment to cancel at no charge. Absent such notice, the otherwise applicable charges shall apply. **Initial Here:** \_\_\_\_\_

I, \_\_\_\_\_, have read and understand this warning. I agree to all of the above terms.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian Signature (if not at least 18 years old) \_\_\_\_\_