

BOCA WEST

LIFESTYLE CENTER

Standing Appointments

2026-2027 Season

SALON

Our Standing Appointment request process will be available starting **August 3** on the Boca West Website. Members will have access to prepare and save a draft of their request to be submitted on the corresponding date below.

We will accept Standing Appointment requests **via website only.**
Salon Service requests will be accepted starting on **August 10** at **8AM**

www.bocawestcc.org / bwccsalon@gmail.com

General Instructions & Information

Submission Guidelines

- Standing Appointment Requests will be accepted starting on August 10 at **8AM** and must be submitted **exclusively through the Boca West website.**
  - Please refer to the **step-by-step instructions** for help submitting your request.
- Requests submitted through any other method (email, phone, in-person) will not be accepted.

Confirmation & Communication

- Once your request has been submitted, you'll automatically receive an email confirming the system has received your request.
- Once your Standing Appointment request has been processed, you will receive an email confirmation including your itinerary and confirmation instructions.

Request Processing

- Requests are reviewed to confirm we have the completed and necessary information, including all required paperwork.
- **Appointments are scheduled in the order requests are received.**
- To improve your chances of securing a Standing Appointment, please include multiple options for:
  - Preferred days
  - Preferred times
  - Preferred providers

*(Note: Submitting a request does **not guarantee** an appointment with any provider, time or day)*

Booking During the Season **(November 1 - May 31)**

- If you choose not to submit a standing appointment request, you may book using standard booking methods.

General Instructions & Information

Modifications & Cancellations

- All cancellations or appointment changes must be made **through the Salon.**
  - It is the **member's responsibility** to manage bookings and cancellations.
  - Your appointment is time reserved exclusively for you and the service provider, therefore, cancellations made within **three hours** of the appointment will be charged a cancellation fee 50% of the service; no exceptions.
  - **Excessive cancellations** may cause participants to lose their current appointments and the ability to book Standing Appointments in the future.

Our Providers: What to Expect

- Our team will customize services to meet your individual needs.
- **All services begin and end on time**.
  - To ensure fairness, services will not be extended for late arrivals.
- Providers are often booked back-to-back, so punctuality is important.
- You are encouraged to **communicate your preferences** with your provider at any time.

Required Forms

- These forms are mandatory annually, you will be unable to start your services until these forms are signed and completed.
  - **Agreement form**

STANDING APPOINTMENT AGREEMENT FORM 2026/2027

Please read the following list thoroughly –

- Standing Appointments are booked and valid November 1 through May 31.
- STANDING APPOINTMENT REQUESTS ARE NOT GUARANTEED!
- Due to, but not limited to, employee vacations, illness, family emergencies, club events or termination of employment; standing appointments are not guaranteed.
- Standing Appointment privileges apply only to Boca West Country Club Members.
- All cancellations or changes must be made at least three (3) hours before your appointment time. Appointments that are not cancelled three (3) hours in advance, will be charged the 50% cancellation fee. Excessive cancellations may result in loss of Salon booking privileges.
- The Salon at Boca West Country Club has the right to revoke a Member's Salon appointments at any time.

I understand the above information and have discussed any questions or concerns with The Salon or Lifestyle & Wellness Management. I understand it is my responsibility to notify The Salon of any changes in my health. I understand that my type of service may need to be suspended or adjusted due to my health status.

Please contact The Salon at 561.488.7820 or bwccsalon@gmail.com with any questions.

Member Name:_____ Member Number:_____

Signature:_____ Date:_____

THE Salon