

# Event Chair Massage Request Form

EDEN SPA ORLANDO

Please fill out this form completely and fax to (407) 303-0625 or email to [FH.EdenSpaOrlando@FLHosp.org](mailto:FH.EdenSpaOrlando@FLHosp.org).

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? (15-minute maximum) \_\_\_\_\_

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

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

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

Cost Center number for Florida Hospital IDT: \_\_\_\_\_ Gratuity (optional): \_\_\_\_\_

## 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 Florida Hospital Orlando 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. If the event is coordinated by prescheduled appointments, please ensure that guests know to show up on time for their appointment to prevent delays for others.

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

Eden Spa Orlando  
2501 North Orange Avenue, Suite 186 | Orlando, FL 32804  
(407) 303-9727  
[EdenSpa.FloridaHospital.com](http://EdenSpa.FloridaHospital.com)  
Located inside Florida Hospital Orlando Cancer Institute

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

