YOUR COMPANY NAME

DJ SERVICE AGREEMENT

|  |  |
| --- | --- |
| Name: | Phone: (H) (W) |
| Address: | City, Zip |
| Event Type: | Event Date: Times: |
| Event Location: |  |

Service Desired

|  |  |
| --- | --- |
| Type of Service | Fees |
| Basic (Includes DJ, Sound System, Music, and Lights). |  |
| Expanded- (Basic Plus Lights) includes Ceremony Music. |  |
| \*Mileage Expense ($1 per mile one way) |  |
| TOTAL DUE |  |
| RESERVATION FEE |  |
| BALANCE DUE |  |

\*Mileage is based on events 30 miles or more outside of **YOUR CITY**. Mileage is based on [www.mapquest.com](http://www.mapquest.com) estimate of mileage. Cost is $1 per mile (one-way only).

TERMS AND CONDITIONS

YOUR BUSINESS NAME agrees to provide the services as indicated in this agreement for the amount indicated above. This agreement is binding on both parties and constitutes the entire understanding between the parties and supersedes all prior representations, understandings and agreements, either written or oral. This agreement cannot be altered or changed unless agreed to in writing by both parties. If a portion of this agreement is found to be invalid, the remainder shall not be affected. YOUR BUSINESS NAME reserves the right to substitute entertainment coordinators when necessary.PAYMENT- Customer agrees to pay fifty (50) percent or more of the agreed amount as a reservation fee to guarantee the event date and the remaining balance at the event, prior to services being provided. Payments may be by cash, business check, or personal check. Agreements made less than two (2) weeks before the event date will require payment of the entire amount in cash. Checks returned for insufficient funds will result in an additional $25 fee, may result in cancellation of this agreement, and additional fees resulting from collection efforts.

Overtime payments must be made in cash the night of the event or services will end at the "End Time" indicated above. Minimum overtime payment will be for one (1) hour and will include any time exceeding fifteen (15) minutes past the designated "End Time". The overtime rate is based on the per hour rate for the service selected.

CANCELLATION - Cancellation of this agreement by the customer is possible if YOUR BUSINESS NAME is notified at least two (2) weeks prior to the engagement date. Notification of cancellation must be in writing and forwarded to YOUR BUSINESS NAME indicating the reason for cancellation. E-mail notification should be addressed to YOUR EMAIL ADDRESS or by letter to YOUR BUSINESS NAME, YOUR STREET ADDRESS AND ZIPCODE. Failure to provide written notification within the period indicated above will result in forfeiture of the reservation fee.LIABILITY- To prevent liability resulting from an accidental injury to event guests, YOUR BUSINESS NAME reserves the right to deny guests access to the equipment used by YOUR BUSINESS NAME. In the event the Entertainment Coordinator in his/her sole and exclusive discretion believes an unsafe situation exists, he/she may call upon the customer to remedy the situation. If no action is taken, reasonably acceptable to the Entertainment Coordinator in his/her sole and exclusive discretion, the Entertainment Coordinator may cease operation until the situation is resolved to his/her satisfaction. If the situation can not be resolved to his/her satisfaction YOUR BUSINESS NAME reserves the right to cease services and this agreement will be deemed fulfilled.

In the event fulfillment of this agreement is interrupted by war, fire, insurrection, labor troubles, riots, the elements, earthquakes, hurricanes, acts of God, or, any other cause beyond either parties' power, the provisions of this Agreement shall be suspended for the duration of such interruption.

[IMPORTANT] Event dates are not considered reserved until the reservation fee and this signed agreement are received by YOUR BUSINESS NAME.

By signing below I acknowledge, I have read the agreement and agree to the terms and conditions listed.

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CUSTOMER YOUR BUSINESS NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME ENTERTAINMENT COORDINATOR

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Business Use | Group No. | Referral Code | Contract No. |
| Only | Event No. | Receipt | Receipt |