

Party Productions DJ Service

Home Office: P. O. BOX 959 Waterford, Ont. N0E 1Y0
Office Phone: (866) 727-8950 Fax: (519) 443-0480
Email: info@partyproductions.ca Website: www.partyproductions.ca

SERVICE CONTRACT

Client's Name (organization or party): _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Email Address: _____

Phone: _____ Contact Person: _____

Event date: _____ Day of week: _____

Type of Event: _____

Equipment set-up time: _____ DJ Start Time: _____

Guest arrival time: _____ DJ End Time: _____

Approximate number of guests: _____ Age range of crowd: _____

Venue: _____ City: _____

Venue phone: _____ Venue contact person: _____

Venue Address: _____

Services Include (as per quote): (Please check if applicable)

- DJ set up at least 1 hour prior to start time
 - Other Set up Arrangements/Requirements _____
- Ceremony Music
- Cocktail Music
- Master of Ceremonies Duties (if/as requested) *Includes Grand Entrance (included)
- Classic Lighting Package (included at no additional charge)
 - Additional Special Effects/Lighting Requested _____
- Put our Name in Lights: _____
- Dinner Music
- Cordless Microphone for Announcements/Speeches etc.
 - Other Microphone Request *Additional costs* _____
- Dance until 1am (overtime after 1am at a rate of \$50/half hour)

Total \$ _____

(Deposit due is 1/3 the total) **Deposit Due with Contract \$** _____

Balance due at seven (7) days prior to event \$ _____

Client(s) Signature

Signature for Party Productions DJ Service

Date: _____

Date: _____

Party Productions DJ Service

Terms: This document shall constitute the entire contractual agreement between PARTY PRODUCTIONS DJ SERVICE and the above named (client) and the same as signed above.

The parties named agree as follows: Party Productions DJ Service shall be present to play music in disc jockey style on the date and at the location, for the Total cost as is listed above. Party Productions DJ Service will begin playing music at the “DJ Start Time” as outlined above. Music and other typical disc jockey duties will be provided from the time specified as “DJ Start Time” to the time specified as “DJ End Time” above.

Retainer: An advance retainer of 1/3 the total cost is required in order to reserve the date of your event. The retainer is non-refundable in case of cancellation by the contracting organization or party (client).

Exemption: Exceptions may be made to the retainer amount at the discretion of Party Productions DJ Service. Ontario’s elementary, secondary and post-secondary schools, U.S. post-secondary schools, some corporations and all Registered Charitable Organizations are NOT required to pay the reservation retainer. The entire balance is due at the start of the event.

Booking Payment Methods This document will serve as receipt for retainer paid. We accept cash, personal cheques, money orders and valid major credit cards via our website at www.partyproductions.ca.

Please make cheques or money orders payable to: Party Productions DJ Service.

Returned cheques: All returned cheques will result in a \$30.00 administration fee.

Overtime: Overtime charges will be applied after “DJ End Time” at a rate of **\$50/half hour**. Overtime is only applicable to events ending later than 1am. **OVERTIME MUST BE PAID PRIOR TO THE START OF OVERTIME.**

Final Payment of Balance Due: Final payment must be made in full seven days (7 days) prior to the date of your event (unless otherwise discussed and arranged with Party Productions DJ Service). Late payments are subject to a \$50 administration fee.

Additional Terms:

Notice of 24 hours from the start time of the event must be given in the event of a cancellation for any reason. Failure to notify us within 24 hours of your event will result in **100%** of the entire balance due to **Party Productions DJ Service**.

Party Productions DJ Service shall not be liable for any damage, loss or injury to any person or property (including client) arising out of or resulting from any act or omission of **Party Productions DJ Service**, except such as may result from **Party Productions DJ Service’s** negligence or willful misconduct.

Requirements:

We require the following at each location: 1 - Standard AC Outlet (with 2 plugs), 1 - 6 to 8 foot table (preferably skirted) and a **minimum of 5 feet** between the wall and the table to set up our equipment. To protect our equipment and for safety reasons this area will not be shared with the photographer/videographer or other musicians.

Please sign and date this Service Agreement and return it along with your retainer **within 1 week** of receipt to confirm your booking. We ask that your event planner and song selections/requests be returned two weeks prior to your event. A photocopy of this Service Contract will be returned to you for your records once your deposit clears. You will also receive your Log In information (password) to your personal Client Event Planning Tools at that time.

Client(s) Signature

Date: _____

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