**[YOUR COMPANY NAME] EVENT CONTRACT**

**[Your Name] – owner/operator**

**[Your Mailing Address]**

**[Your Phone Number]**

**[Your DJ Email Address]**

Client Name:

Address: City: State: Zip:

Telephone: Email:

Date of Event: Event Type:

Start Time: End Time: Location of Event:

**TO RESERVE YOUR DATE**

To reserve your date, please sign and mail this contract along with an advance payment retainer of \_\_\_\_\_. You may also choose to pay the full contracted amount. A signed copy of this contract will be returned to you. This contract is not valid without advance payment, and any remaining balance is due by the day of your event. Please make check or money order payable to **[YOUR PERSONAL NAME]**.

**GENERAL INFORMATION**

I am available to play over the contracted time only if permission is granted by the facility. Should the event be canceled or this contract be terminated by the client, advance payment retainer will be retained by **[YOUR COMPANY NAME]**. Cancellation of this contract within 90 days of your event date will require full payment of contracted amount. **[YOUR COMPANY NAME]** reserves the right to shut down sound or light systems should there be any threat of harm to anyone in attendance. Access to electricity is required at outdoor events. Access to a standard six- or eight-foot table is also required. The DJ area must be indoors or under a tent or overhanging that protects against rain. If for any reason **[YOUR PERSONAL NAME]** becomes unable to attend event, client will have the choice of a 100% refund or alternate suggested DJ.

**SERVICES** (Please check all that apply):

\_\_\_ Wedding Reception only \_\_\_ [Add-on, such as uplighting] ($\_\_\_)

\_\_\_ Wedding Reception plus Ceremony

\_\_\_ Non-wedding event

**PAYMENT:**

Type of Payment (Please check one) □ Advance Payment Retainer □ Full Amount

$\_\_\_\_\_\_\_ made payable to [Your Personal Name]

**Remaining Balance** \_\_\_\_\_

Please sign and date below. A signed copy of this contract will be returned to you.

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

Client Date [Company Name] Representative Date

**Thanks for choosing me, and I look forward to your event!**