

DCS MUSIC SERVICES

SERVICE AGREEMENT

CUSTOMER/ CLIENT INFORMATION

Name(s):
Corporate Name:
Address:
City / Province:
Postal Code:
Home Phone Number: (204)
Business Phone Number: (204)
Email:

EVENT & FEE DETAILS

Date of Event:
Type of Event:
Location of Event:
Requirements: Disc Jockey services
Performance Times:
Extra Requirements: No extras at this time
Extra Fees (if applicable): No extra fees on this package
Fee for Service: \$ for Performance time
Applicable Taxes: No - 7% PST & 5% GST to be added to fee.
Overtime Rate: Overtime at \$75.00 per hour
(to be paid in cash at the event)
Set-Up & Move-Out Times: 2 to 3 hours required for set-up prior to event
Move out - 1 hour required (1 a.m. to 2 a.m.)
Late Payment: A late payment is subject to a \$75.00 charge
Deposit: \$150.00 deposit required at time of booking
Balance of Fee Payment: \$ balance paid upon delivery of services
Refund Policy: No refunds within 60 days of event

POLICIES & UNDERSTANDINGS INCLUDED IN THIS AGREEMENT (See Over)

Changes to this Agreement
Stage Requirements
Security of Person
Music Request
DJ Replacement
Meal Requirements
Outdoor Function Safety
Wedding Planner/Coordinator Service Charge
NSF Payment Service Charge

Additional *Party Plan* to be completed by Client with DCS Music Services

Client Name: (Printed) _____

Client Signature: _____ Date: _____

DCS Music Services

Policies and Understandings of this Agreement

Changes to this Agreement. It is understood that any changes to the content or understandings included in this agreement must be by approval of both parties to be valid. Any cancellation must be in writing 60 days prior to said function; a cancellation fee of \$150.00 is to be paid by the client upon cancellation of function and the deposit paid by the client is non-refundable if cancellation were to occur.

Stage Requirements. DCS Music Services will require an eight (8) foot table, fully draped or dressed in coordination with the event by the hall. This table should be either on the edge or no further than 5 feet from the dance floor and unimpeded by guest tables. Sound levels can be high to accommodate dancing and this will eliminate uncomfortable sound for guests seated between the dance floor and the DJ. DCS Music Services will require one 15 amp dedicated AC circuit for sound and if lighting is required, a second 15amp (min) dedicated circuit for lighting which should be no further than 10 feet from the DJ setup.

Security of Person. The client is required to provide a safe environment for the DJ to work. At some functions, some guests can become quite intoxicated and possibly offensive. This is common especially among younger adults who are inexperienced with liquor and its affects. Such individuals can become aggressive with the DJ when certain music they are requesting is not played, or possibly ruled inappropriate by the DJ for your other guests. You are responsible for controlling your crowd of guests and should the DJ be threatened or harassed by any guest to the point where the quality of the performance is affected, or his/her personnel security is in question. You will be asked to take control of this particular offending person, or the DJ will have the right to pack up all equipment and leave the premises before the completion of the contracted time with no reduction or refund of any fees paid for services. This is usually only the case in very extreme situations. Any physical assault of the DJ or damage to his or her vehicle or equipment will be reported to the police. Damage to any or all sound and lighting equipment will be the responsibility of the client to replace or repair at the client's expense.

Music Requests. DCS Music Services would be delighted to accept music requests from your guests and we encourage this practice. However, it is the policy of DCS Music Services that the DJ will **not** play any music selections that are inappropriate for the situation, offensive to any guest, or particularly in bad taste where children under the age of 16 years of age are present **even if requested by your guests**. It is important to us that all your guests have a good time and that the music is *popular, recognizable, danceable and event appropriate for your guests*. Please remember that the DJ is there to represent you to your guests and their comfort and entertainment is his/her prime concern.

DJ Replacement. In the event of any unavoidable accident or personal situation where the DJ assigned to your booking cannot attend or complete this function, a replacement DJ of equal quality and experience will be assigned to your function.

Meal Requirements. In order to prevent any interruption to your function during the evening and where the DJ is required to be onsite and/or perform at a function for a period of five (5) hours or greater, a meal or some arrangement is required to be provided by the client. It is recommended that this meal be the same meal that your guests are served and that it be served at the same time as the guests are served. Please note that you are not expected to provide alcoholic drinks to your DJ. Keep your DJ Staff well hydrated by providing them with lots of Ice Water. If in the event a meal is not supplied to the DJ, the client will be required to pay an additional fee of \$100.00.

Outdoor Function Safety. Where a function is held outdoors, facilities that completely cover and protect the DJ equipment and personnel must be provided by the client to protect from direct Sunlight and adverse or damaging weather conditions.

Wedding Planner/ Coordinator. At functions where a Wedding Planner or Coordinator is involved, there may be an additional fee required for additional advance planning meetings with this planner unless such meetings are held with and in concert with existing client/DJ planning meetings.

NSF Payments. Where any payment to the DJ has been returned by the client's Bank or Financial Institution, there will be a \$50.00 NSF service fee charged.

*We thank you for the opportunity of serving you
and look forward to making your function a memorable one.*