



Personal Disco Planner – Party



Date of Function _____ Venue _____

ENTERTAINMENT BOOKING FORM

CLIENT: Name: _____
 Address: _____
 Tel: _____ Mobile: _____
 email: _____

PJC Entertainment

The DISCO is booked to appear on _____ Date: _____
 Venue: _____
 Between (times): _____ and: _____

At an agreed fee of: £ _____

A minimum deposit of (20%) £ _____ to be paid at time of booking Please make cheques payable to Phillip Coe

And the balance of £ _____ to be paid in accordance with clause 1 below

Extended playing time (if required) £ _____ per half hour or part thereof (see clause 10)

We, the undersigned, acknowledge that we have read and agree with the schedule above and the terms and conditions below.

Signed (CLIENT) _____ Signed (DISCO) _____
 Name _____ Date _____ Name *Disc* Date _____

Additional information:

Contact name & phone number for venue _____

Package required: _____

Please return for countersignature. A receipt for your payment & a copy of this booking form will be sent back to you.

1. The DISCO will require the balance of any engagement fee payable to be made at least at the start of the night.

2. If the CLIENT cancels the booking or the event does not take place for any reason then the deposit will be forfeit. A cancellation fee of not less than one half of the agreed fee will also be applied for, if the event is cancelled no more than 5 days before the event. Full payment will be sought if cancellation is made within 2 days of the performance date or if the DJ can show that another function has been refused for the same date on the basis of this agreement. Cancellation notification must be in writing and receipt of such notification will be confirmed in writing.

3. The DJ will conduct themselves in a manner befitting the engagement and will respond to the CLIENTS requests relating to dress code, volume levels, music played, equipment location or any other reasonable request.

4. The DJ will require access to a properly earthed mains electricity supply, sufficient to allow safe usage of the required equipment for the performance. If the supply is inadequate then the amount of equipment may be reduced. If the DISCO considers that the electricity supply or any other aspect of the event is unsafe then they reserve the right to refuse to start or continue the performance after consultation with the CLIENT. The provisions of clause 2 may also apply.

5. The DJ will use their best endeavours to attend the function. Should they be prevented from attending for any reason, including accident or sudden illness, then a substitute will

6. Licences for the performance of recorded music are only required at public events. In most cases private parties, such as wedding receptions, birthdays etc which are invitation only and attract no entrance fee do not require a licence. It is the CLIENTS responsibility to obtain such licences if required. Should the DJ be prevented from performing due to the absence of any appropriate licence or similar permission or should the performance be cancelled for any other reason then the provisions of clause 2 will apply.

7. The DJ will require adequate setting up time prior to the performance and a sufficient period afterwards to dismantle and remove their equipment from the venue. The amount of time required is dependent on the package selected and the minimum is annotated on the disco planner.

8. The CLIENT is responsible for providing adequate supervision of all guests, staff and customers at the venue and will be liable for any loss or damage to equipment caused by guests, staff or customers.

9. The CLIENT warrants that they are entitled to use the venue for the purposes of the event and performance and that the event does not breach any law, bye-law or conditions imposed on the property.

10. Any extension of playing time is purely at the discretion of the DJ and may be subject to other constraints, however they will do their best to accommodate any such request. Fees for extended times are advised above.



Personal Disco Planner – Wedding



Date of Function _____

Venue _____

be found. If no replacement DJ has been found then the CLIENT will receive a full refund of all monies paid to the DJ for that function, however the DJ will not incur any additional liability for non-appearance.

11. The CLIENT engaging the DJ and the DJ accepting the engagement confirms acceptance of all these terms and conditions by signing the agreement above.

Organiser

Name _____

Contact Details _____

Contact Phone No _____

Type of Party

Additional Information

Approximate number attending _____

Age group _____

Times of arrival:

Host _____ Guests _____ Principle _____

Earliest time we can commence set up? _____

Is there an evening meal/buffet? Yes/No

If 'Yes' approx what time will it be served? _____

Will there be a cake? Yes/No

If 'Yes' approx time of presentation _____

Music to be played for cake arrival

Any other entertainment? Yes/No

If 'Yes' type & at what times?

Do you have guests attending from far away? If so where from _____

Which 3 words would best describe how you picture your evening _____

For example (you don't have to use any of these) Energetic, Lively, Exciting, Unique, Memorable, Meaningful, Personal, Intimate, Emotional, Sentimental, Carefree, Relaxed, Comfortable, Elegant, Classy, Formal, Traditional, Rocking, Fun, Groovy, Lighthearted

The Party is for (Principle)

Name _____

Preferred Name _____

Contact Details _____

Contact Phone No _____

Is it a surprise party? Yes/No

Reason for Party

(for birthday include date of birth of Principle)

Music

Special Songs Requested

_____ (continue overleaf if required)

Dedications, Birthdays, Anniversaries etc

Sensitive Subjects/Songs (if any)

Other Useful Information



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