



# Personal Disco Planner – Wedding



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):7pm and:1am

At an agreed fee of: £000

A minimum deposit of (25%) £00 to be paid at time of booking

And the balance of £150 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 \_\_\_\_\_ Date \_\_\_\_\_

Additional information:

Contact name & phone number for venue \_\_\_\_\_

Package required:

Contact details:

**PJC Entertainment**

262 Oldtown rd

Inverness

IV2 4PT

01463 718694

07834 954217

[Info@PJCEntertainment.co.uk](mailto:Info@PJCEntertainment.co.uk)



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

## Contract Details:

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 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.
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.
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.



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## Brides' Family

Brides' Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Mothers' Name \_\_\_\_\_

Fathers' Name \_\_\_\_\_

Contact Phone No \_\_\_\_\_

## Wedding Party

Chief Bridesmaid \_\_\_\_\_

## Honeymoon Location

\_\_\_\_\_

## Additional Information

Approximate number attending \_\_\_\_\_

Age group \_\_\_\_\_

Times for meal \_\_\_\_\_

Earliest time we can commence set up? \_\_\_\_\_

Is there an evening buffet? Yes/No

If 'Yes' approx what time will it be served? \_\_\_\_\_

Would you like to toss your bouquet? Yes/No

Perform the Garter Routine? Yes/No

Will the cake be cut during the evening? Yes/No

If 'Yes' approx time \_\_\_\_\_

Are the Bride & Groom leaving the reception early?

Yes/No - If 'Yes' at what time? \_\_\_\_\_

Any other entertainment? Yes/No

If 'Yes' type & at what times?

\_\_\_\_\_

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

\_\_\_\_\_

Colour Scheme \_\_\_\_\_

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

## Grooms' Family

Grooms' Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Mothers' Name \_\_\_\_\_

Fathers' Name \_\_\_\_\_

Contact Phone No \_\_\_\_\_

## Wedding Party

Best Man \_\_\_\_\_

## Music

Bride & Grooms 1st Dance

\_\_\_\_\_

Father & Daughter Dance (if required)

\_\_\_\_\_

Mother & Son Dance (if required)

\_\_\_\_\_

Wedding Party (Top Table) Dance (if required)

\_\_\_\_\_

Any Other Songs Requested

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (continue overleaf if required)

Last Song

\_\_\_\_\_

Dedications, Birthdays, Anniversaries etc

\_\_\_\_\_

\_\_\_\_\_



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Sensitive Subjects/Songs (if any)

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