



A DJ FOR HIRE

1008 House Ave ** CHEYENNE, WY 82007
PHONE: 1-800-640-0963
www.adjforhire.com



Contract Billing Form

This contract must be signed and returned with the required non-refundable retainer noted below. The contract and retainer must be received **at least thirty (30) calendar days prior** to your event. The client retains the **yellow copy**. A DJ for Hire accepts check, cash, money order or MasterCard/Visa only. Contract and request to pay by credit card can be faxed directly for faster processing. Please call to confirm open fax line and confirm ALL transmission(s).

All event information must be completed or marked "N/A" if the section does not apply to your event. "N/C" is no charge. A DJ for Hire will complete the pricing information based on information obtained during the initial inquiry call. **Please review and verify pricing information prior to signing and returning the contract.** Any changes will require a new contract.

Event Information

Event Date: _____ Name(s): _____ Day Phone: _____ Evening Phone _____

Mailing Address: _____ City/State: _____ Zip: _____

Email: _____ Party Responsible for Payment (if different from signature): _____

Billing Address: _____ City/State: _____ Zip: _____ Phone: _____

Type of Event: Wedding Corporate Holiday Other (specify) _____

❖ *The event contact is another person(s) permitted to make event decisions.*

Event Location: _____ Address: _____ Phone: _____

Event Contact(s): _____ # of Guests: _____ Age Range: _____ Guest Arrival Time: _____ a.m. p.m.

❖ *DJ requires 45-60 minutes for setup and must be done prior to guest arrival.*

DJ Setup Time: _____ Music Start Time: _____ Music End Time: _____ (Overtime is \$100/hour)

Pricing Information Offers

- ___ Full DJ Package 3 hour min./\$100 per extra hr. _____
- ___ System Rental or Music Operator Package _____
- ___ Basic Karaoke System _____
- ___ Corporate Package (sound reinforcement) _____
- ___ Texas Hold'em tournament, table tops, chips, cards dealer per table of up to 9 players _____
- ___ Request of Specific DJ _____
(Refundable if unable to perform)
- ___ Mileage/ DJ Parking /Hotel (if applicable) _____

Remaining balance is due **at event's scheduled conclusion** (overtime not included). A late fee of 10% applies to payments made after that time. A \$20 fee, **per attempt**, applies to all NSF payments, including credit card payments. **Initial retainer of \$200 is non-refundable. Schools and corporations are exempt from retainer payment.**

This contract limits liability, when unanticipated causes result in default of this contract. The liability of the client and A DJ for Hire shall be limited to monies paid. A DJ for Hire accepts no liability for damages or injury howsoever caused.

Overtime in excess of contracted time is payable at \$100/hour and must be paid **prior to the start** of that time.

A DJ for Hire strongly recommends meeting with the assigned DJ prior to the event, however also reserves the right to substitute DJ's as necessary, due to unforeseen circumstances.

Total _____ less retainer of \$200 = Balance due _____ (Price quote honored until _____)

Signature (A DJ for Hire) _____ Date _____

Client Signature _____ Date _____

The client authorizes A DJ for Hire to charge the referenced credit card for the specified amount only.

| | |
|---------------------------|------------|
| For Office Use - Retainer | |
| Amt. Rcvd. _____ | |
| Check # _____ | |
| Init. _____ | Date _____ |

Card number: _____ Exp. Date: ____/____/____ Amount: _____

CVS # _____ (last three digit number on the signature side of card required for processing)