



# High Energy DJ Service Contract

FOR OFFICE USE ONLY

Date \_\_\_\_\_  
 Time \_\_\_\_\_  
 Total Amount Due \_\_\_\_\_  
 Less Retainer \_\_\_\_\_  
 Paid on \_\_\_ / \_\_\_ / \_\_\_ ck# \_\_\_\_\_  
 Balance Due \_\_\_\_\_

Organization / Client's name \_\_\_\_\_  
 Best #'s to reach: \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 How did you hear of my DJ service \_\_\_\_\_

## EVENT INFORMATION

Type of Event \_\_\_\_\_  Ceremony Event Date \_\_\_\_\_  
 Start Time \_\_\_\_\_ End Time \_\_\_\_\_ = \_\_\_\_\_ Total Hours at \$ \_\_\_\_\_ (Each overtime hr \$100.00)  
 Location \_\_\_\_\_  Indoor  Outdoor  Stairs  
 Address \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
 Number of Guests \_\_\_\_\_ Age Group \_\_\_\_\_ to \_\_\_\_\_ Avg. Age \_\_\_\_\_  
**What type of music would your guests prefer?**  
 50's  60's  70's  80's  90's  2000's  
 Latin  Reggae  Alternative Rock  Classic Rock  Country  Disco  R&B  Hip Hop  Top 40  
 See suggested songs: <http://www.playlist.com/DJPaulPeterson/playlists>  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## CONTRACT TERMS AND CONDITIONS

A minimum deposit of \$75 is required to secure the above date. Please remit deposit or full payment with this completed contract. A minimum three hours is required for all events. Client pays for total hours as stated in contract, not less than the contracted amount should the event end early. Should client choose to go past the ending time and Paul Peterson/DJ is available for overtime, the same hourly rate shall apply as stated above. The overtime period is a mandatory (30) thirty minutes minimum. The balance due is paid on the date of the event. A late fee of \$50 may be incurred if remaining balance is not paid by the date of the event. A service charge of \$25 will be added to all returned checks. If client prefers, the full amount may be paid in advance. In the event that it is necessary to cancel, a minimum of (90) ninety days prior notice must be given. Failure to do so will result in forfeiture of all fees paid. Paul Peterson will be your DJ at your event. In the extreme case Paul Peterson cannot perform due to illness or injury, a comparable DJ will be arranged. If a substitute DJ cannot be found, Paul Peterson's only liability will be limited to the refunding of any monies received by the client. Paul Peterson/DJ will make every effort to play all requests but cannot guarantee they will all be played.

Client will provide an approx. 6 foot covered table with at least one 20 amp-power supply. If setup is outdoors, a covered area will be provided. Client is responsible for providing parking for the DJ as nearby to event as possible including any parking fees. Paul Peterson/DJ assumes no liability for the actions of any guests or third party individuals during the event listed above. If any guests use threatening behavior towards Paul Peterson/DJ, they have the right to stop the music until the situation is under control. Paul Peterson/DJ will set a level of volume at the request of the client and will not be liable for any noise disturbance in the surrounding area. The individual or organization represented below assumes all responsibility for physical damage to the mobile equipment caused by client, guest, or third parties. Electronics malfunctions remain the responsibility of Paul Peterson/DJ. Paul Peterson/DJ is not responsible for any accidents or injuries caused by the music, lighting, or any DJ equipment owned by Paul Peterson/DJ.

Notes: \_\_\_\_\_

**Total contracted amt. @ signing..... \$ \_\_\_\_\_**  
**Less deposit fee..... \$ \_\_\_\_\_**  
**Balance due..... \$ \_\_\_\_\_**

I \_\_\_\_\_ (Client) have read, understood, and agree upon the above concerning the event, conditions, and payment due

Sign Here, Paul Peterson,  
 Client \_\_\_\_\_ Owner \_\_\_\_\_

# High Energy DJ Service

## Ceremony and Reception Format



Bride \_\_\_\_\_ Age \_\_\_\_\_ Radio stations preferred \_\_\_\_\_  
 Groom \_\_\_\_\_ Age \_\_\_\_\_ Radio stations preferred \_\_\_\_\_  
 Number of Guests \_\_\_\_\_ Adults \_\_\_\_\_ Kids \_\_\_\_\_ Age Range \_\_\_\_\_ to \_\_\_\_\_

### EVENT & ANNOUNCEMENTS TIMETABLE

The following timetable is to be used as a guideline. It will remain flexible based on your reception needs.

(Order)	(Please list order, fill in events, include names, song and time or n/a)	(Time)
_____	Ceremony seating music style: _____	_____ AM PM
_____	Processional: Parents/Bridal Song: _____	_____ AM PM
	Bride walk-up Song: _____	
	Sand/Castle Song: _____	
	Exit Song: _____	
_____	Guests will arrive to reception .....	_____ AM PM
	Cocktail music style: _____	
	Dinner music style: _____	
_____	Grand Entrance* B&G will arrive & announced .....	_____ AM PM
_____	Welcome Speech Name and relation to newlyweds: _____	_____ AM PM
_____	First Dance Song: _____ Early fade out: <b>Yes No</b>	_____ AM PM
_____	Toasts by Best Man Name: _____	_____ AM PM
	Maid/Matron of Honor Name: _____	_____ AM PM
	Open Mic for guests: <b>Yes No</b> Bride & Groom end toasts with thank you's <b>Yes No</b>	
_____	Lunch/Dinner Sit-Down/Buffer (Circle which). DJ to release tables: <b>Yes No</b> .....	_____ AM PM
	Blessing: <b>Yes No</b> Name and relation to newlyweds: _____	
	Bride & Groom to greet each table right after dinner: <b>Yes No</b> .....	
_____	Father/Daughter Dance Song: _____ Early fade out: <b>Yes No</b>	_____ AM PM
_____	Mother/Son Dance Song: _____ Early fade out: <b>Yes No</b>	_____ AM PM
_____	Anniversary Dance Song: _____	_____ AM PM
_____	Open Dancing (Attach requests) .....	_____ AM PM
_____	Money/Honeymoon Dance Songs: _____	_____ AM PM
_____	Cake Cutting Song: _____	_____ AM PM
_____	Bouquet Toss Song: _____	_____ AM PM
_____	Garter Rem/Toss: Removal song: _____ Toss song: _____	_____ AM PM
_____	Open Dancing (Attach requests).....	_____ AM PM
_____	End of Reception Song: _____	_____ AM PM

### \*GRAND ENTRANCE ANNOUNCEMENT

(Spell phonetically)

Intro Song: Bridal Party \_\_\_\_\_ Intro Song: B/G \_\_\_\_\_  
 Bride's parents: (Announce at table **Yes No**) \_\_\_\_\_  
 Groom's parents: (Announce at table **Yes No**) \_\_\_\_\_  
 Flower girl(s) & Ring bearer: \_\_\_\_\_  
 Bridesmaid & Groomsman: \_\_\_\_\_  
 Bridesmaid & Groomsman: \_\_\_\_\_  
 Bridesmaid & Groomsman: \_\_\_\_\_  
 Bridesmaid & Groomsman: \_\_\_\_\_  
 Maid/Matron of Honor & Best Man: \_\_\_\_\_  
 Bride & Groom: *Mr. & Mrs.* \_\_\_\_\_

### SPECIAL EVENTS, ACTIVITIES & DANCES

(Circle which apply and insert corresponding # on far right of timeline where to be performed)

- 1.GroupPicture 2.SlideShow 3.ShoeGame 4.SimonSays 5.ChaChaSlide 6.Limbo 7.ElectricSlide 8.CubanSlide 9.YMCA  
 10.Macarena 11.ChickeDance Other: \_\_\_\_\_