

THE WEDDING DISCO GENIE

Date:

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Booking Reference:

BOOKING FORM / CONTRACT

Please ensure that all the details on this form are correct before signing and returning to us with your non-refundable reservation fee. Ensure that you have read and accept our terms and conditions of the booking.

Client Details

Event / Venue Details

Date:		Date:	
Contact Name:		Occasion:	
Address:		Venue Name and Address:	
Town:		Town:	
County:		County:	
Post Code:		Post Code:	
Contact Telephone:		Venue Telephone:	
Contact Mobile:		Start Time:	
Contact Email:		End Time:	
Emergency Contact:		Approx No. of Guests:	
Emergency Number:		Additional Information	

Please note: The Wedding Disco Genie will require access to the venue a minimum of 1 hour before the start of the event to allow for setup of the equipment, unless the early setup option is requested.

ADDITIONAL INFORMATION

Early Setup Requested?

Yes: No

What level is the function room?

Ground Floor Other

If other, is there lift access?

Yes No, only stairs

Will there be a dinner / buffet?

Yes No

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Will there be additional entertainment? Yes No

If yes, what is planned Soloist Band Comedian Other

If other, please provide details:

Start / End time for act Start: End:

EVENT DRESS CODE

Formal / White Tie Semi-Formal / Black Tie Smart-Casual

Casual Fancy Dress – Theme:

MUSIC SELECTION

The following choices are to be used to give the DJ a general idea of the typical genres of music, which could be played at your event. Please note that we cannot guarantee all requests made will be played at the event.

Classical 20's – 40's 50's 60's 70's 80's 90's 00's 10'S

Pop Rock Alt. Rock Indie Rock Hard Rock Classic Rock Motown Soul

Early R&B Party / Action Disco Electronic Dance Top 40 Christmas Rock & Roll

Hip-Hop / Rap R&B /Urban Jazz Ballroom Halloween Punk Metal Country

Old School Cheese Bhangra Ska Reggae Acoustic Easy Listening Drum & Bass

Other (Please give more details):

SONG REQUESTS

Artist	Title	Artist	Title

If you require a larger list for requests, please include it when returning this form.

DEDICATIONS

If you wish to have special songs dedicated to certain people, please provide details below

Artist	Title	Dedication for ...

QUOTATION

Disco / Karaoke / Video Disco	
Mood / Up-lighting	
P.A. Hire / Bgr. Music / Microphones	
Special Offer / Code	
Additional Services (if applicable)	
Non-Refundable Reservation Fee	
Outstanding Balance	
Grand Total	

Please don't forget to include your booking reference on any forms / payments
Payment can also be made by Wireless BACS Transfer, PayPal [Surcharge Included] or Cash
BACS: Tide Business Account / Glenn Nash / Account No. 14146002 / Sort Code. 04-06-05

Please return the contract to:
Glenn Nash, 92 Sturdee Avenue, Gillingham, Kent, ME7 2HL

The quotation includes for all the items as detailed above and is subject to the booking details in this booking contract. Should any of these details be incorrect, it is imperative to contact The Wedding Disco Genie so an amended quote may be issued. **Please Note:** Should additional performance time be required, this will incur an additional charge on the night. For details, please read our Terms and Conditions enclosed.

TERMS & CONDITIONS OF BOOKING

[1] This contract reflects the verbal agreement. It shall include any terms agreed prior to its issue. It shall be deemed un-accepted unless the booking form and non-refundable reservation fee is received by The Wedding Disco Genie within **14 days** of the issuing date. No alterations may be made to this contract by hirer / contracted artist's / crisis cover entertainers without prior approval consent from The Wedding Disco Genie. Please Note: by completing and sending this booking form, you agree that you are making a confirmed booking and entering into a contract which carries your acceptance, in full, of the booking terms.

[2] Non-Refundable Reservation Fee: you agree to our non-refundable reservation fee (currently set at 40% of the total fee due) which is payable in advance to secure entertainment. The non-refundable reservation fee is deducted from the price quoted.

[3] The remainder of the balance is due 28 working days before the event date agreed in the contract. Failure to pay the remainder of the balance 28 working days before the event could result in termination of contract and subsequent forfeit of non-refundable reservation fee.

[3.1] Overtime Charge: Any extension to the agreed timescale will be charged in addition to the booking fee per hour (or part hour), thereafter (currently set at £75 per hour, up to the maximum of 8 hours in a booking time scale) which shall be payable in advance by cash before commencement of extended entertainment.

[4] The Client shall have the right to cancel the booking by serving upon The Wedding Disco Genie, not more than 14 clear days' notice in writing. In the event of the client wishing to cancel this contract agreement for any reason other than Act of God or National Disaster, any advance non-refundable reservation fee payment will be forfeited after 14 days and refunded within 14 days' notice [Cooling off period]. This does not affect your Consumer Rights.

[4.1] A cancellation fee of not less than 50% of the agreed fee will be due if the cancellation is within six months of the performance date.

[4.2] A cancellation fee of not less than 75% of the agreed fee will be due if the cancellation is within four months of the performance date.

[4.3] The whole of the agreed fee will be due if cancellation is within three months of the performance date.

[5] In the unlikely event that The Wedding Disco Genie is unable to attend personally due to accident or sudden illness, The Wedding Disco Genie shall endeavour to provide a suitable substitute offering a similar service at no additional charge to the client. This does not apply in circumstances detailed below.

[5.1] Force Majeure - The Wedding Disco Genie will not be liable for failing to attend a booking, where the reason for non-attendance or late arrival is caused by adverse weather conditions including Snow & Flooding), road closure, road traffic accident, vehicle breakdown, fuel shortages, acts of terrorism, industrial action, or other unavoidable circumstances deemed beyond our control.

[6] In the event of contracted artiste's wishing to cancel the contract, the artiste will indemnify The Wedding Disco Genie against the cost of loss and or damage in full, unless due to accident or sudden illness. In this event, a medical certificate signed by a medical practitioner must be supplied to the hirer and The Wedding Disco Genie within ten working days.

[6.1] The Wedding Disco Genie will not be liable for non-fulfilment of contract by contracted artistes. In the event of the client seeking compensation, The Wedding Disco Genie will not be liable under any such claim and the contracted artiste will only be liable up to and not exceeding the contracted amount.

[7] The hirer will appreciate that suitable time for venue access, safe installation and dismantling and safe removal of equipment from venue is required in addition to performance time. Therefore, the hirer and venue will allow suitable time for the installation and dismantling and removal of disco equipment (up to 60 minutes each side of the booking times). Where appropriate, the hirer will also inform the venue, in advance, of artiste(s) requirements. Please note: The Wedding Disco Genie shall not be liable for any additional charges levied to the client by the venue in relation to equipment assembly / removal timescales.

[7.1] Performance time and 'over time' is restricted to a maximum of eight hours in a 24 hour period. Unless already agreed at the time of booking, the hirer agrees to make provision for suitable overnight accommodation to the satisfaction of the performer if time is exceeded.

[8] The hirer will ensure that safe and adequate power is available for artiste's performance.

8.1 The hirer will inform The Wedding Disco Genie prior to performance date confirmation of venue sound limiter installation. Please note: The Wedding Disco Genie reserve the right to decline entertainment at venues with sound limiter installed.

[8.2] The hirer agrees to arrange suitable changing facilities for artiste's as required.

[9] The artiste agrees to contact the client when specified by The Wedding Disco Genie.

[9.1] The hirer ensures that they have verified venue power sources are electrically safe and conform to the HSE EAW Act 1989, and amendments thereafter. Copies of venue Electrical Installation Safety Certificate (Periodic Inspection Report to NIC EIC standards) must be made available upon request by the venue under LAW.

[9.2] The artiste agrees to provide proof of Public Liability Insurance and certifications as required by the venue.

Artistes Note: Failure to provide appropriate documentation as mentioned above may result in legal action by The Wedding Disco Genie for non-performance due to the artiste not submitting correct documentation.

[10] The hirer agrees that any re-engagement of contracted artiste(s) must be transacted through The Wedding Disco Genie.

[10.1] Any enquiry to the artiste(s) in respect of any engagement by guests, customers and or staff must be transacted through The Wedding Disco Genie.

[10.2] Contracted artiste(s) agree not to supply, show or exchange own personal business card or personal telephone number or personal business service literature before, during or after performance.

[11] The contracted artiste(s) is responsible for any taxes due arising from performance and will indemnify The Wedding Disco Genie from such taxes should a claim arise.

[12] The artiste(s) and their assistant(s) will respond to the hirer's reasonable request(s) and conduct themselves in a professional manner throughout attendance at the venue.

[12.1] The artiste(s) will respond to the venue management's reasonable requests as to volume, sitting of equipment and or any other reasonable request(s).

[12.2] The artiste(s) shall be in no way liable for breach of byelaws or conditions under which the venue is leased, hired or entrusted to the venue management.

[12.3] The hirer will notify The Wedding Disco Genie of that all appropriate licences as required by law are in force at the time of performance(s).

[13] The hirer agrees to provide adequate supervision of guests and will ensure that venue management adequately supervises customers and or staff on site premises. Please note: Where the function may include guests under the age of 16 years, the client, (or parent) is responsible for the behaviour and safety of any minors attending the venue. The client will provide and maintain adequate adult supervision at all times. The Wedding Disco Genie will not be liable for the supervision of minors.

[13.1] Unwarranted Abuse or threatening behaviour from hirer's guests or venue management or venue staff will not be tolerated and will result in the performance being terminated with no loss to the artiste(s) or The Wedding Disco Genie.

[13.2] The hirer agrees that compensation for any loss of or damage to performing artists(s) equipment, vehicle(s) or personal belongings caused by hirer's guests, venue customers and or venue staff may be sought including any additional costs.

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[14] The hirer agrees that the confirmed entertainment start and finish times as specified in the contract are accurate and correct. Any extension beyond the confirmed finish time is at the discretion of The Wedding Disco Genie and the management of the venue. See 3.1 for 'Overtime Charge'.

[15] The Wedding Disco Genie will accept music lists and requests in advance of functions and will endeavour to play a reasonable number of the clients' chosen requests, provided such requests are submitted in writing before the event. The client also agrees that The Wedding Disco Genie cannot guarantee the inclusion of any difficult to source, obsolete or deleted titles either requested at the event or previously notified.

[16] Where the client requests that The Wedding Disco Genie set up DJ equipment at an earlier time prior to the actual start of the function, the client acknowledges that a tiered charge may be made for this additional service, and that this service will be subject to availability. In addition to any previously agreed charges, if The Wedding Disco Genie should arrive at the clients venue at any earlier, pre-arranged time, and are unable to access the venue to set up the equipment or are prevented from doing so by the venue management, then the client shall be charged standing time at the hourly rate discretion of The Wedding Disco Genie which must be settled in full before commencement of main entertainment.

[16.1] The Wedding Disco Genie will not be liable for any refund, in part or whole, where 'we' are late accessing the venue and setting up purely because of earlier events over-running, or where 'we' are prevented from accessing, setting up or providing our professional services by the venue management. Neither will The Wedding Disco Genie be obligated to provide an extension to the agreed timescale on a pro-rata basis in these circumstances.

[16.2] Where the venue does not have its own parking facilities, The Wedding Disco Genie reserves the right to pass on any additional parking fees for refund by the hirer. Please note: that in accordance with Health and Safety laws, The Wedding Disco Genie will refuse to work at venues where illegal or hazardous parking is required in order to unload vehicle. This also applies to general health and safety concerns within the venue such as navigating cluttered or unlit stairways and exits.

[17] Where The Wedding Disco Genie is engaged to work alongside a band, (or other entertainer) it is the client's responsibility to ensure that adequate space exists within the venue for both entertainers to set up their equipment and that separate power outlets exist. See 9.1

[18] Where the event is being held in a marquee, the hirer will ensure that the work area is dry and that a minimum of 2x 13A power sockets are located within 15 Metres of this area. Please note: Bad Weather or impending bad weather on the day will not allow The Wedding Disco Genie or contracted artiste(s) to commence entertainment out-doors under any circumstances. The Wedding

Disco Genie accepts no responsibility for damage to electrical equipment if caused as a result of working in inappropriate weather conditions.

(u) In signing the contract, I agree that I have read the Terms and Conditions of hire and acknowledge booking details contained herein are correct. (v) E.& O.E

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I certify that I have read and agree to the details in this contract, and can confirm that all details are correct. I enclose the 40% non-refundable booking fee.

Signed:		Date	
Print Name:			

WEDDING
DISCO GENIE

Wedding Disco Genie
Your Wedding, Your Way
Glenn Nash
Professional Wedding DJ
www.weddingdiscogenie.co.uk
facebook.com/weddingdiscogenie
Twitter @weddingdjgenie

Tel: 01634 326 324
Mobile: 07723 046 833
Em@il: info@weddingdiscogenie.co.uk
Liability Insurance with SEDA / PAT Compliant / Pro Dub Licensed

