

1st Class Event Entertainments
29 Doddington Road
Wilby
Northamptonshire
NN8 2UA

Tel: 01933 279764

Email: mail@1stclassevent.co.uk

Web: www.1stclassevent.co.uk

Contract Number: _____

An agreement is made on this the _____

between **James Stenlake** trading as **1st Class Event Entertainments** (hereinafter called the agent) and _____ (hereinafter called the client) for the purpose of providing the type of artist listed below in the booking details section of this contract.

VENUE DETAILS

Venue:

Contact Name at venue:

Venue Tel Number:

Address of Venue:

BOOKING DETAILS

The artist is required to perform at the venue, for the times in the schedule below.

Date of Engagement:

Venue/Suite:

Type of Engagement:

Setup arrive time:

Performance Start Time:

Performance Finish Time:

(___ P/H thereafter)

Client Ref:

Type of Act Reqd:

Dress Code:

PAYMENT/FEEES

Total Performance Fee

£ _____ in U.K. funds.

Deposit required to secure booking

£ _____ in U.K. funds.

Balance due **payable in cash** to the DJ at the start of the performance (after deposit)

£ _____ in U.K. funds.

Important note: Only a provisional booking will be made until any deposit payments have cleared. Cheques are not acceptable for any payments of outstanding balances due on the day of the performance. All remaining amounts outstanding must be made in full by cleared funds e.g. cash, bankers draughts, (sorry no cheques) at the beginning of the function prior to performance start.

This booking is made subject to our standard terms and conditions overleaf. By signing this contract you are agreeing to our standard terms & conditions.

Signed on behalf of the client Date:

Signed on behalf of the agent..... Date:

PLEASE SIGN AND RETURN CONTRACT WITHIN 7 DAYS ALONG WITH DEPOSIT TO CONFIRM THE BOOKING, RETAINING ONE COPY AS YOUR COPY

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Take a look at our website www.1stclassevent.co.uk*

TERMS AND CONDITIONS / REQUIREMENTS FOR BOOKING

Full payment should be made 14 days prior at each event via online payments or bank transfer. Personal or business cheques will not be accepted unless cleared funds are available prior to performance and are only acceptable by prior arrangement. Management / venues / client(s) using invoiced methods are required to settle invoices within 7 days of receipt of invoice. Management / venues / client(s) using invoiced methods will be invoiced after each performance. Payment of any fees still owed up to 7 days after the date of the event will result in pending additional costs and possible legal action. Under no circumstances will the Company begin rendering services until the balance is paid in full unless confirmed in writing by 1st Class Event Entertainments prior to the event.

If additional time is requested for the event (over and above the agreements made on the contract), the fee for such time must be agreed by both 1st Class Event Entertainments & the management / venues / client(s), and paid to the artist(s) on the night of the event (unless otherwise stated).

All cancellations or notified changes must be made at least 30 days prior to the date of event. If management / venues / client(s) fail to cancel your booking before this date in writing, the full amount for the performance will become immediately due. Deposits are non-refundable and will not be refunded under any circumstances due to the pre booking and allocation of 1st Class Event Entertainment's DJs and / or entertainers / artists unless this cancellation is made by 1st Class Event Entertainments. Payment of the deposit for our services, will become a binding contract to secure the date in our booking diary for your event. For any event that a non-refundable deposit is required, but has not been received within 30 days prior to the event, will allow us to change our work schedule and remove your details from our work database without prior notice.

The management / venues / client(s) are totally responsible for any damage or breakages, however made to our equipment, by any person, persons or guests and / or their pets, and will be charged for the full cost of any repairs or replacements required. This includes microphones for use by guests. (Repairs and replacements will be sourced by 1st Class Event Entertainments). You the Hirer, and or Promoter, will be advised immediately of any damage as soon as it is caused and / or returned.

1st Class Event Entertainments will not tolerate any violent, aggressive or abusive behaviour in any way or form, from anyone under any circumstances before, during and or after any event. We also reserve the right to terminate services at any time should we feel that the personal safety of our artist/s is under threat. We do not take responsibility for ejecting any unwanted persons from the venue. The management / venues / client(s) will be advised of any problems that we experience in this situation with any of their guests by the artist/s.

In the event of fire, extreme bad weather, flooding, public disturbance, terrorist activity, threat to the public, accident or measures beyond our control, 1st Class Event Entertainments will accept no liability for costs incurred by the Management / venues / client(s) for cancellation of an event or replacement of entertainment services should the need arise. The liability of 1st Class Event Entertainments to perform said services is subject to proven detention by sickness, accidents or any other actions not under its control.

1st Class Event Entertainments shall be entitled to terminate the contract without liability if for any reason beyond its control the Disc Jockey is unable to perform, due to theft or fire of equipment, illness or breakdown of vehicle. 1st Class Event Entertainments will however endeavour to find a replacement Disc Jockey, but, in the unlikely event of a non performance all refundable monies paid will be refunded (non refundable deposits are not refundable in any situation) but this will be the limited of our liability to you.

1st Class Event Entertainment's artists will need approximately two hours to obtain entry and set up, prior to the start time of the event and a similar time allowance at the end of the event to pack up. A minimum of 2 x 13 amp sockets (preferably on separate circuits) will be required by the 1st Class Event Entertainment's artists to power the equipment and should be within 10 feet of the setup area. Unless it is a large event when additional time would be needed. This time can be reduced if access is good and the artists are familiar with the venue. The management / venues / client(s) shall ensure the venue will allow 1st Class Event Entertainments adequate access time for the setting up and taking down of any equipment. If the performance start time is delayed due to the inability of 1st Class Event Entertainments to gain access to the performance area, or any other delay beyond 1st Class Event Entertainments reasonable control, no liability will be accepted and no refund will be given. The Disc Jockey provided will generally be an employee of 1st Class Event Entertainments, or a self employed Disc Jockey working exclusively for 1st Class Event Entertainments. 1st Class Event Entertainments reserves the right however to assign the engagement to a suitably experienced and qualified associate.

1st Class Event Entertainments reserve the right to refuse to work in venue's which have sound limiting devices installed should it be deemed necessary to do so. If such a device is fitted a smaller show is usually provided. Many sound limiters we encounter work by cutting mains power at source - as a result sudden power loss is very likely to cause serious damage to computer based sound equipment as well as controlled lighting and also can cause expensive damage to speakers & amplification hardware. If damage is caused from such a device to audio or lighting equipment the venue will be fully liable for the cost of any repairs. An alternative of course is if an agreement is made to provide an alternative uninterrupted power supply and an understanding between the venue management & the artist/s that the volume will be kept to an acceptable volume level. Alternatively a separate power supply not connected to the limiter is also acceptable should limiters of this type be installed.

If you are booking additional entertainment (e.g. Singer, Comedian, Band etc.) as well as hiring a 1st Class Event Entertainment's entertainer, please consider the amount of space available and where you are going to locate the equipment required by the artist/s. For speaker and lighting frames, location is usually best at a good equal distance either side from the position of the presenter. An area of approximately 6 metres x 3 metres minimum is required for our equipment with a ceiling height over 2.5 metres for lighting rigs. For larger events, a site visit may be needed to prepare an equipment plan. Where additional equipment is required for larger events this can be hired in at an additional agreed cost. Any additional booked artists are responsible for providing their own P.A. and lighting equipment and will not be able to plug into our equipment for the protection of our equipment under any circumstances.

If a booking has been confirmed and 1st Class Event Entertainments attends the function to find another artist or DJ has been booked by you, the Management / venues / client(s) or any other persons then the full fee shall be payable as per the agreement.

1st Class Event Entertainments reserve the right to not being able to fulfil the equipment requirements or spec of a show should there not be sufficient floor space to allow the audio / lighting equipment to be assembled safely, or conditions which could make the final assembly unsafe. This also applies to the risk of working within wet or damp conditions at the venue, which as a result may endanger the electrical safety regulations or if the mains power requirements are insufficient or unsafe. We reserve the right to substitute alternative suitable dj/entertainment, should uncontrollable circumstances on our part dictate the need to do so.

1st Class Event Entertainments will not be responsible for any damage or loss to private or public property caused by invited guests or members of the public. The use of effect machines, Smoke, Haze, Ice, Bubble and Snow machines will only be used after obtaining permission from the management / promoter / representative of the management. If prior permission from the venue management has been given and any form of emergency equipment is activated, 1st Class Event Entertainments will take no responsibility of any form for any costs involved. All 1st Class Event Entertainments artist/s equipment that is used is checked prior to arrival and has been fully tested for safety. Should 1st Class Event Entertainments / artists be required to link equipment to a fixed in-house audio system, 1st Class Event Entertainments will not be held responsible for any damage, however caused, to any equipment that is not supplied by ourselves. We reserve the right to refuse to do so if the equipment is considered by ourselves to be unsafe or liable to cause damage to any component linked to it.

1st Class Event Entertainments cannot be held responsible for the way some people may be affected by lighting / strobe lighting, sound or haze that may be used during the performance. The client must advise the Disc Jockey prior to the start of the performance if any effect should be avoided.

All bookings are taken on the understanding that the venue / management is in possession of the necessary entertainment and liquor licenses. We are not responsible if the venue is found to be in breach of the terms of their license. Should entertainment licenses be required please advise us of this before booking. 1st Class Event Entertainments will not be held responsible for the effects to any one, however caused, from the flashing of lights or effect lighting or strobes or effects units.

The total liability of 1st Class Event Entertainments shall not exceed the amount of payments due to 1st Class Event Entertainments for the performance of services provided by 1st Class Event Entertainments.

Extra Terms for Minors

- 1, The client will provide adequate adult supervision of the children attending the event.
- 2, The supervising adults will provide the Disc Jockey with assistance in the organisation of the children during any games played at the event.
- 3, The supervising adults will ensure that the children do not interfere with the disco equipment or prevent the Disc Jockey from performing