

# DJ Henry Baker

***We Make Your Party Fun***

926 Main St., PO Box 303  
Walpole, MA 02081  
(508) 660-9137

## Agreement Form - 1 of 1

Event Date: \_\_\_\_\_ Entertainment Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Time: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel # / Email: \_\_\_\_\_

Event Location At: \_\_\_\_\_ Tel #: \_\_\_\_\_ Time: \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Guests Arriving: \_\_\_\_\_

Room Name/ Location: \_\_\_\_\_ Floor: \_\_\_\_\_

Music Required in Other Rooms (i.e. cocktail hour)? If so, what, where and when? \_\_\_\_\_

Special Setup Requirements (Do we need to set up earlier in day)? \_\_\_\_\_

Services to Include \_\_\_\_\_

### -----> FEES AND TERMS <-----

|   |  |
|---|--|
| \$ _____ Additional Sound System _____                        | Hours of Service _____ Start: _____ End: _____                     |
| \$ _____ Lights _____   | Basic Rate: _____ # Hours _____ OT Rate: _____/ Hr                 |
| \$ _____ Other _____  | M/C and DJ: Yes/No Charge 2 <sup>nd</sup> Person \$ _____          |
| \$ _____ Supplies and Giveaways                               | Additional Speakers: \$ _____                                      |
| \$ _____ Mileage (if applies)/ Parking (expensed to customer) | (Includes speakers and amplifiers, required if 250 or more people) |
| \$ _____ TOTAL CHARGES  | Supplies and Giveaways: \$ _____                                   |
| \$ _____ Retainer-acceptance of contract (DUE NOW)            | Lighting System: \$ _____  |
| \$ _____ Due at Start of Evening                              | Other: # _____ Charge:\$ _____                                     |
| \$ _____ Overtime / Or Special Set Up Charges                 |  |

**Payment is required two weeks prior to the wedding. Payments less than two weeks or on the day of the wedding, must be in cash and must be paid at the start of the engagement.** Overtime is payable and due at the time requested. All overtime must be approved by the hall.

In the event of a postponement or cancellation of the contract, if less than three full months of notice are given, the retainer paid is not refundable.

If I am able to book the day, for an event of a similar value, that amount will be refunded.

In case of sickness or circumstances beyond the control of the company, we reserve the right of substitution of DJ's and performers.

The customer is responsible for providing adequate power to the DJ and a table for equipment and music.

If there are any changes in the schedule, notify us immediately. We suggest you call us one week before your event to confirm all arrangements.

The terms of this agreement are accepted by:

Signed: \_\_\_\_\_  
(Client) (Henry Baker)

Date: \_\_\_\_\_

A retainer of 40% is required to accept the commitment. This is the only valid contract that will be accepted for services. Mileage, when charged, will be quoted. Expenses, such as parking, are paid by the customer and are part of the final settlement at the start of the evening. If payment of this contract requires court action, the client agrees to pay all court expenses which are necessitated by court action.