



Company Copy

Service Contract

Organization:

Contract Number:
(Also Invoice Number)

First Name

Last Name

Phone Number

Date of Event:

Type of Event:

email address

Cost for Event

Event Start Time

Event End Time

Lighting?

By signing this contract, the above named contact or organization [Henceforth known as Client] agrees to the terms of this show as stated herewith, and agrees to pay the stated amount. Unless otherwise arranged, failure to pay within 15 days of event will result in account being sent to collections, and Client being responsible for collection and attorney fees.

I, _____, agree to the terms as set herewith, and agree to be bound by the conditions outlined within this document, whether as an individual or acting as Agent for Organization.

Date: _____ Signature: _____

I. Kelcema Productions agrees to report to event location at the time and date as stated above. Kelcema Productions will be free to leave at the end time as listed. Setup and Breakdown time are always on Kelcema Productions's time; no deduction from paid performance time will be made for such.

II. Client has full and final control over setup and performance of Kelcema Productions and their equipment. However, restrictions will be imposed on setup if there are technical, safety, or legal concerns with desires of Client. Contact (Or Organization, if applicable) agrees to be liable for any happenings at the performance that are not directly caused by or avoidable by Kelcema Productions. It is understood that Kelcema Productions does carry a commercial insurance policy that covers them against claims made due to negligence or other actions (or lack thereof) on the part of Kelcema Productions. This policy has a General Aggregate Limit of \$2,000,000.

III. A \$50.00 non-refundable deposit to secure your date is required with this contract. Remainder of fee is due by the Day of Performance. This deposit is then applied towards the full contracted price. A credit-card number may also satisfy this requirement; with the balance collected by the day of the event.

IV. VISA/Mastercard, Checks, Money Orders, and Cash are the forms of payment accepted. All methods of payment should be made payable to Kelcema Productions. To pay via credit card, please phone 888.535.2362.

V. Overtime. Should Client desire the event continue past the end time as listed above, Client has the option to continue at an Overtime Rate of \$100 per hour, billed in half hour increments. This amount can be paid at the time of service, or, upon signing invoice, Kelcema Productions will bill Client for Overtime Charges. Client should inform DJ of desire to continue at least one hour before official End Time.

VI. Client agrees that any checks returned to Kelcema Productions as unpayable will incur an additional \$25 Returned Check Fee. This is a charge assessed by our bank, and shall be passed to Client. Credit transactions are subject to an additional \$5 (minimum) charge (or 1%) due to processing surcharges.

VII. Cancellations. Cancellations made more than 14 days prior to Event will be allowed with no penalty other than forfeiture of deposit. If Client should cancel this contract less than 14 days before Date of Event, Client will pay a penalty of 50% of the contracted price, unless arranged otherwise. Should Contract be cancelled after the start of the Day of Event, all monies payable through this contract remain owed, unless other arrangements have been made.

VIII. Cancellations made by Kelcema Productions for any reason will result in a full refund of all monies paid.

wedding contract



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IX. Cost of repair or replacement due to damage caused to or theft of equipment resulting from negligence or other avoidable acts by Client shall be borne by Client(s). Any equipment failure/damage not caused by Client shall not be held against Client. In the event that Contact is acting as the agent for the Organization, responsibility shall be borne solely by Organization.

X. Consumables. Costs of consumables, such as fog, bulbs, and so on, shall be borne by Kelcema Productions.

XI. Meals. If this is an event at which Client is serving a meal to their guests, It is requested that a meal be provided to the DJ as a part of this contract. If this is not feasible, we appreciate knowing beforehand.

We will _____ will not _____ be providing a meal for the DJ at the event.

XII. Power and Settings. At the event, we will require a 6-8 foot table, table clothed and (preferably) skirted. We also require a minimum of two separate 10 amp circuits (standard wall outlets) for properly powering our system.

XIII. Gratuities. Tips to the DJ are made solely at Client's discretion.

XIV. Attire. Your DJ will be professionally dressed during the entire performance time. Please indicate if you have specific attire requests.

XV. Your package includes one handheld wireless microphone and a basic dance lighting package of our selection. If you need additional services, they are priced as follows:

			Quantity
Extra Wireless Microphone	Second Handheld Wireless Microphone for Reception. Great when you have two people performing!	\$25	<input type="text"/>
Extra Lighting Package	A second lighting tree with four more Intelligent Light Fixtures, plus Chase-Controlled Color Flood Lights. Fill your dance floor with excitement!	\$50	<input type="text"/>
Lapel Microphone for Ceremony	Allows your officiant to be heard through the sound system.	\$50	<input type="text"/>
Video Screens, Per Screen	Having a slide show or other presentation? Let us provide your video screen! Price also includes a DVD player if needed. To display full Music Videos during reception, add an additional \$50. <input type="checkbox"/> Check here for full Music Videos	\$50	<input type="text"/>
Change of Location	Charge if we are required to move the sound system between Ceremony and Reception. ("2" indicates second entire system for \$100)	\$50	<input type="text"/>
Travel Charge	Travel Charge - \$25 more than 50 miles from Seattle; \$50 if over 100 miles, \$100 if over 250 miles. \$50 added for Ferry Charges.	Varies	<input type="text"/>

Special Instructions

Event Location _____

DJ Assignment _____

		Payment Details		Date of Contract:	<input type="text"/>
Contract Amount:	<input type="text"/>				
Extras Requested:	<input type="text"/>				
Deposit Amount:	<input type="text" value="\$50.00"/>	Deposit Received Date:	<input type="text"/>		
Balance Due	<input type="text" value="-50.00"/>	Balance Received Date:	<input type="text"/>		