



Federation of Small Business

Newport Disco
Tel: 0800 022 6705

Newport's Premier Disco Provider



A Member of the Musicians Union

Mobile Entertainment – Sales – Service – Repair – Installation

Dear Client,

Many thanks for your interest in our services.

You will find our booking contract attached along with a copy of our Terms & Conditions.

Please complete the booking contract and return it to us as soon as possible along with a signed copy of our Terms & Conditions and a 25% booking fee to allow us to process your request. Also include any relevant information we may find useful to make your event unforgettable.

We always acknowledge receipt of your booking contract within seven days without exception. If you have not received confirmation within this period you should contact us immediately. Failure to do so could result in the date being offered to another client.

If you are planning a wedding and would like some help locating other services they we will be delighted to help.

Corporate clients requiring additional features please contact us for further information.

Kind Regards,

Mark & Ash Davies

DJ's & Presenter's

How did you find us? - Mark as appropriate

Recommendation

Internet

Phone Book

Other

I found you elsewhere:

Please let us know

The Booking Agreement

ABOUT YOU:

NAME: _____
ADDRESS 1: _____
ADDRESS 2: _____
POST CODE: _____
PHONE NUMBER: _____
MOBILE NUMBER: _____
EMAIL ADDRESS: _____
PRICE QUOTED: _____

EVENT & VENUE DETAILS:

EVENT TITLE: WEDDING - PARTY - CHARITY EVENT - RETIREMENT - OTHER
EVENT DATE: _____
NUMBER OF GUESTS: _____
AGE RANGE OF GUESTS: _____
VENUE NAME: _____
VENUE ADDRESS: _____
VENUE TOWN: _____
VENUE CITY: _____
VENUE COUNTY: _____
VENUE POST CODE: _____
VENUE TELEPHONE: _____
VENUE CONTACT NAME: _____
VENUE EMAIL: _____
FUNCTION ROOM NAME: _____

THINGS WE NEED TO KNOW & TERMINOLOGY:

*EVENT START

The start time is when you want the DJ to commence playing music.
Our equipment takes just under an hour to install and provision must be made for this before the start time.

*EVENT FINISH

The finish time is when the DJ is to cease or required to stop playing music.

*EARLY SETUP

It is sometimes necessary for us to set our equipment earlier in the day as it would be inappropriate to do it immediately prior to your event. Please note there is a charge for this service outside a 10 mile radius of GL12 8SR but waived with full cover.

*FULL COVER

From start to finish covering background music, radio microphones for speeches with a natural progression into the evening event. There is no early setup fee with full cover.

*DJ & SUPPORT STAFF REQUIREMENTS

Some form of light buffet and refreshment must be made available if the cover, including setup and take down, exceeds 5 hours.

DJ DRESS CODE:	<u>SMART CASUAL - BLACK TIE - LOUNGE SUIT - COSTUME - OTHER</u>		
VENUE SETTING:	<u>FUNCTION ROOM - MARQUEE - OUTDOOR EVENT - OTHER</u>		
VENUE ACCESS:	<u>GROUND FLOOR - 1ST FLOOR - BASEMENT</u>		
ADEQUATE PARKING:	<u>YES</u>	<u>NO</u>	<u>N/A</u> ADDITIONAL CHARGES MAY APPLY
LIFT ACCESS:	<u>YES</u>	<u>NO</u>	<u>N/A</u> ADDITIONAL CHARGES MAY APPLY
*EARLY SETUP:	<u>YES</u>	<u>NO</u>	<u>N/A</u> ADDITIONAL CHARGES MAY APPLY
*FULL COVER:	<u>YES</u>	<u>NO</u>	<u>N/A</u>
*EVENT START:	_____	_____	_____
OTHER ACTS BOOKED:	<u>YES</u>	<u>NO</u>	<u>N/A</u> *EVENT FINISH: _____
DINNER MUSIC:	<u>YES</u>	<u>NO</u>	<u>N/A</u> OTHER ACT TYPE: _____
TOAST:	<u>YES</u>	<u>NO</u>	<u>N/A</u> DINER MUSIC GENRE: _____
SPEECHES:	<u>YES</u>	<u>NO</u>	<u>N/A</u> TOASTMASTER TIME: _____
			SPEECHES TIME: _____

RECEPTION / EVENT HIGHLIGHTS:

WEDDING BANQUET: YES NO N/A
EVENING BUFFET: YES NO N/A
CAKE CUTTING: YES NO N/A
FIRST DANCE: YES NO N/A
LAST DANCE: YES NO N/A

BANQUET TIME: _____
BUFFET TIME: _____
CAKE CUTTING TIME: _____
ARTIST/TITLE: _____
ARTIST/TITLE: _____

BRIDAL PARTY DETAILS:

BRIDES PARENTS: _____
GROOMS PARENTS: _____
BEST MAN: _____
MATRON OF HONOUR: _____
BRIDESMAID 1: _____
BRIDESMAID 2: _____
BRIDESMAID 3: _____
BRIDESMAID 4: _____
USHER 1: _____
USHER 2: _____
PAGEBOY: _____
BRIDE & GROOM MARRIED TITLE: _____

HEALTH & SAFETY:

Do any of your guests suffer from the following:

ASTHMA: YES - NO - UNSURE
EPILEPSY: YES - NO - UNSURE

FINE TUNING:

Anything we have missed enter here

MUSIC PREFERENCE: Jazz - Swing - Motown - Chart - Dance
50's - 60's - 70's - 80's - 90's

SPECIAL REQUESTS:	TITLE	ARTIST

LEGAL STUFF:

This booking agreement is a legally binding contract between us (Newport Disco) and you (The Client). By signing it you agree to our terms and conditions (Attached) and must be returned to us within twenty eight days of your event.

A booking fee of 25% will be required once the event has been accepted, please note that the booking fee is non refundable. The balance is payable by cheque seven working days in advance or by cash to the DJ prior to the commencement of the event.

(Cheques must be made payable to Surround Sounds)

This agreement must be returned to us along with a signed copy of our Terms & Conditions.

Please retain a copy of this agreement and our Terms and Conditions for your records.

SIGNED: _____

PRINT: _____

DATE: _____
(Client / Hirer / Director)

Our Policy:

We are able to perform mobile roadshows or venue based entertainment to the highest possible standards.

We offer good quality roadshows and top grade presentation for both general roadshow hire & corporate work.

If you have not yet selected a venue for your function to be held we may be able to assist you with finding the right venue for your event.

All shows will carry wide range of music covering all eras, styles and tastes. If you have specific music requirements, please contact us to discuss them.

Terms & Conditions

1. Any cancellations or notified changes must be made at least 28 days prior to the date of event. If you fail to cancel your booking before this date you will be charged the full fee. Verbal bookings are taken at the risk of the client and no responsibility for errors will be accepted if you choose not to use our normal booking procedure.
2. A booking fee of 25% will be required once the event has been accepted, please note that the booking fee is non refundable. The balance is payable by cheque seven working days in advance or by cash to the DJ prior to the commencement of the event. Non payment of a booking fee could allow us to change our work schedule without prior notice.
3. Failed payment of any fees owed within 24 hours after the event will automatically qualify for an additional £50.00 administration charge and result in legal action after 14 days. Overdue fees must be made in the form of cash and delivered by hand to our offices. Interest will begin to accrue after the 24 hour period and will be calculated on a daily basis at 3% above base rate.
4. The hirer is responsible for any damage to our equipment or vehicles caused by any person during your event. You will be charged for the full cost of any repairs and expenses incurred during the repair period. You will be advised of any damage as soon as it is caused and notified of the repair cost as soon as possible.
5. We do not tolerate violent, aggressive or abusive behaviour from anyone under any circumstances. We also reserve the right to terminate our services at any time that we feel our personal safety is under threat. We do not take responsibility for ejecting any unwanted persons from any venue. You will be advised of any problems that we may have in this respect with any of your guests. We will not be responsible for any damage or loss to private or public property caused by invited or uninvited guests.
6. In the event of fire, flooding, public disturbance, terrorist activity or any other threat to the public, we will not be responsible to help in any way or evacuate any venue or building where we are present and or working within, unless the fire regulations for the venue specify otherwise. This would usually incur a vocal announcement.
7. Some form of light buffet and refreshment must be made available if the cover, including setup and take down, exceeds 5 hours. Please note we will never help ourselves to any food or beverage unless invited to do so.
8. We need a minimum of one hour to enter a venue and set up prior to the start time and also a similar time allowance at the end of the night to pack up. This time can be reduced if access is good and we are familiar with the venue. Consideration must be given to the time allocated to installing and the removal of equipment where more than one entertainer is being used. If you are looking for continuity for your event then it may be necessary for you to consider paying for an early installation.
9. If you are booking other entertainment (e.g. Singer, comedian, band etc) as well as hiring ourselves, please consider the amount of space available and where you are going to put the disco. We reserve the right to refuse to continue any event prior to the start should there be insufficient floor space which would not allow the audio and lighting equipment to be assembled safely, under these circumstances the full fee will be forfeited. We can scale rigs to suit any venue but ideally a minimum footprint of 3.1m x 1.5m with headroom of 2.2m would suit our standard rig.
10. We reserve the right to substitute alternative entertainment should uncontrollable circumstances dictate the need to do so.
11. All roadshow equipment that is used is checked prior to arrival and has been fully tested for safety by a qualified electrical engineer. If we are linking our equipment

within a fixed in-house audio system, we reserve the right to refuse to do so if the equipment is considered to be unsafe or liable to cause damage to any component linked to it. The hirer is liable if post inspections prove that damage has been caused by faulty equipment other than ours. We offer a full PAT test facility to check venues prior to your function at an extra cost.

12. It is the responsibility of the hirer to make sure that there is an adequate provision of electrical power within ten metres of our set-up point. We require a minimum of 2 x 13amp outlets dedicated purely for our equipment (not in the form of an extension lead). Any damage caused to our equipment by an inadequate power supply or power interruption is the responsibility of the hirer; a site survey can be carried out at an additional cost. The hirer/client is fully responsible for any damage caused to the equipment by the use of noise limiters and the subsequent cut off and reintroduction of power without our consultation.
13. All bookings are taken on the understanding that the venue is in possession of the necessary entertainment & liquor licenses. We are not responsible if the venue is found to be in breach of the terms of their license.
14. Service – Repair – Inspection: Any goods or equipment that has either been delivered or collected for service, repair, inspection or evaluation that has not been collected within a 90 day period, commencing the week ending the goods arrive, will be disposed of as we see fit. Storage and service charges may be levied.
15. By engaging our services through whatever means will constitute acceptance of our Terms & Conditions. We reserve the right to alter any or all of the above at any time. E&OE.

DECLARATION:

- I have read and I fully understood, the above terms & conditions
- I agree to accept the terms & conditions
- I am aged 18 years or over.

IF YOU ARE SIGNING ON BEHALF OF AN ORGANISATION PLEASE STATE:

ORGANISATION:

POSITION HELD:

IF YOU ARE SIGNING ON BEHALF OF A LIMITED COMPANY PLEASE STATE: (DIRECTORS ONLY)

POSITION HELD:

COMPANY NAME:

SIGNED:

PRINT:

DATE:

(Client / Hirer / Director)