



Federation of Small Business

# Newport Mobile 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 requesting a quotation.

There are a few basics we need to know in order to give you an accurate quotation. Please print this form, fill in the details and either fax or post it back to us.

Quotations are valid for thirty days from date of issue.

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 .....

**Quotation Details**

**ABOUT YOU:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
POST CODE: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
MOBILE NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

**EVENT & VENUE DETAILS:**

EVENT TITLE: E.G. DISCO / CHARITY EVENT / PAT & JOHNS WEDDING  
EVENT DATE: \_\_\_\_\_  
NUMBER 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:**

DJ DRESS CODE: SMART CASUAL - BLACK TIE - LOUNGE SUIT  
VENUE SETTING: FUNCTION ROOM - MARQUEE - OTHER  
VENUE ACCESS: GROUND FLOOR - 1<sup>ST</sup> FLOOR - BASEMENT  
LIFT ACCESS: IS THERE A LIFT IF REQUIRED  
\*RECEPTION START: WEDDINGS ONLY \*RECEPTION FINISH: WEDDINGS ONLY  
\*EVENT START: \_\_\_\_\_ \*EVENT FINISH: \_\_\_\_\_

**\*\*\*MORE\*\*\*  
INFORMATION  
REGARDING START  
AND FINISH TIMES**

If we are being booked for a wedding it is sometimes necessary for us to set our equipment prior to the reception as it would be inappropriate to do it later in the evening. It may also be the case that you would like us to provide background music during the reception or radio microphones for the speeches. If this booking is for a standard event then use the "Event Start" and "Event Finish" section. Alternatively use this space to give us more information.

DISCO ACCESS TIME: This is the time that we can get in to set our equipment. In the case of weddings we can set our equipment earlier in the day and this service is free within a 15 mile radius of GL12 8SR.

OTHER ACTS BOOKED: YES/NO OTHER ACT TYPE: \_\_\_\_\_  
GUEST AGE RANGE: \_\_\_\_\_  
DINNER MUSIC: YES/NO DINER MUSIC GENRE: \_\_\_\_\_  
TOAST: YES/NO TOASTMASTER TIME: \_\_\_\_\_  
SPEECHES: YES/NO SPEECHES TIME: \_\_\_\_\_  
GLOW BRACELETS: £7.00 PER 100 GLOW BRACELETS QTY: \_\_\_\_\_