

**IMPORTANT STATUS**

This public form is a planning and review template. It is not an active agreement until all blanks are completed, the final terms are reviewed, and both parties intentionally accept the same final version. Do not enter tax IDs, banking details, or sensitive personal information.

**01 AGREEMENT AND CLIENT INFORMATION**

Agreement date

Agreement / event reference

Client legal name

Client organization / company (optional)

Primary email

Primary phone

Billing / mailing address

**02 EVENT DETAILS**

Event name / type

Event date

Estimated guest count

Venue name

Venue full address

Venue contact name

Venue contact phone / email

Event setting (select all that apply)

☐ Indoor☐ Outdoor☐ Multiple locations / rooms☐ Public venue

Client onsite contact

Onsite contact phone

**03 SCHEDULE AND ACCESS**

Load-in / access time

Setup complete by

Performance start

Performance end

Breakdown / load-out deadline

Access, parking, stairs, elevator, or security notes

**04 REQUESTED SERVICES - SUBJECT TO FINAL CONFIRMATION**

- |                                                 |                                                             |
|-------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> DJ performance         | <input type="checkbox"/> Ceremony audio                     |
| <input type="checkbox"/> MC / announcements     | <input type="checkbox"/> Cocktail-hour audio                |
| <input type="checkbox"/> Reception sound system | <input type="checkbox"/> Dinner / background music          |
| <input type="checkbox"/> Wireless microphone(s) | <input type="checkbox"/> Additional audio zone              |
| <input type="checkbox"/> Dance-floor lighting   | <input type="checkbox"/> Special equipment request          |
| <input type="checkbox"/> Uplighting request     | <input type="checkbox"/> Other service / production request |

Locations, quantities, or service notes

**05 FEES, RETAINER, BALANCE, AND OVERTIME**

Total service fee

Retainer / deposit

Retainer due date

Remaining balance

Balance due date

Accepted payment method(s)

Overtime rate

Minimum overtime increment

Travel / parking / other fee

**06 CANCELLATION AND RESCHEDULING CHOICES**

Client cancellation notice requirement (days)

Retainer treatment (select one in the final agreement)

☐ Nonrefundable☐ Refundable under stated conditions

Cancellation refund / credit terms

Rescheduling policy, availability, deadline, and credit terms

**DO NOT LEAVE POLICY BLANKS UNRESOLVED**

The final agreement should state exactly what happens to the retainer, balance, rescheduling credit, and nonrecoverable expenses. Avoid relying on verbal assumptions.

**07 CLIENT RESPONSIBILITIES AND VENUE READINESS**

- ☐ Provide timely venue access and a clear load-in / load-out path.
- ☐ Confirm safe, grounded electrical power suitable for the approved setup.
- ☐ Provide the agreed setup space and protect equipment from guests and traffic.
- ☐ Provide weather protection and an approved indoor backup for outdoor work.
- ☐ Arrange parking, permits, security access, and venue approvals.
- ☐ Provide the final timeline, names, pronunciations, and formalities by the agreed deadline.
- ☐ Designate an authorized onsite decision-maker for schedule and overtime changes.

**Additional client or venue responsibilities**

**08 MUSIC, MC, AND CONTENT DIRECTION****Final planning / questionnaire due date**

**Final must-play / do-not-play list due date**

**Content and request preferences**

- ☐ Clean / radio edits only      ☐ Explicit content may be used when appropriate      ☐ Guest requests allowed

**MC announcements, pronunciation, cultural, language, or content notes**

**09 OPERATING TERMS TO CONFIRM****A. Safety and equipment protection**

The service provider may pause or stop work when conditions are unsafe, equipment is threatened, power is unsuitable, or venue requirements are not being followed. The parties should document any material change.

**B. Sound limits and venue control**

Performance volume and timing remain subject to venue rules, public-safety instructions, and lawful authority. A venue-directed reduction or shutdown does not automatically change the agreed fee unless the final agreement states otherwise.

**C. Outdoor and weather conditions**

Outdoor services require a stable, level, dry, weather-protected area and a practical contingency plan. State the decision deadline and financial outcome for unsafe weather in the final terms.

**D. Schedule changes and overtime**

Changes beyond the contracted time require mutual approval. Overtime is subject to availability, venue limits, and the stated rate and billing increment.

**Force majeure / emergency cancellation outcome agreed by the parties**

**10 GENERAL AGREEMENT PROVISIONS****1. Scope and changes**

Only the services, dates, times, locations, fees, and addenda included in the final accepted version are part of the agreement. Material changes should be made in writing and accepted by both parties.

**2. Music and professional discretion**

Client requests communicate preferences, not a guarantee that every selection will be played. Selections remain subject to timing, audience conditions, venue rules, availability, lawful use, and professional judgment.

**3. Delays outside the provider control**

Delays caused by venue access, client timeline changes, weather, public authority, or conditions outside the service provider control do not automatically extend the contracted end time. State any different treatment in an addendum.

**4. Liability and indemnity**

Any limitation of liability, indemnity obligation, insurance requirement, or damage allocation should be placed in a reviewed addendum rather than assumed from this public template.

**5. Entire agreement**

The final agreement and identified attachments replace prior discussions about the same services. No waiver or amendment is effective unless documented and accepted by the parties.

**Governing state / jurisdiction****County / venue for disputes (if used)****Optional permissions and attachments**☐ Client grants event photo / video portfolio permission subject to written limits☐ Event, Music & Service Request Form attached☐ No portfolio permission☐ Additional terms / venue rider attached**Other attachments or special terms incorporated into the final agreement****ACCEPTANCE**

A typed name placed in an unshared draft is not intended as acceptance. Use a final signing process that identifies the exact version, records each party intent to sign, and preserves the completed document.

**CLIENT ACCEPTANCE****Printed / typed name****Title / role (optional)****Date**

Signature: sign after printing or apply an authenticated electronic signature in the final workflow.

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**DJ PHELIX ACCEPTANCE****Printed / typed name****Title / role (optional)****Date**

Signature: sign after printing or apply an authenticated electronic signature in the final workflow.

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