**DJ Chelsea Matta & Photo Booth Services**

DJ/Photo Booth Contract

www.djchesleamatta.com

djchelseamatta@gmail.com

(740)424-7233

 Wedding (Reception) Wedding (Ceremony) Uplighting Photo Booth Other\_\_\_\_\_\_\_\_

**Event Information**

|  |  |
| --- | --- |
| **Today’s Date:** | **Email:** |
| **Client Name:** | **Phone:** |
| **Address:** |

Street City State Zip Code

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| **Event Name:** | **Event Date:** |
| **Event Location:** |
| **Event Address:** |

Street City State Zip Code

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| **DJ Start Time:** | **DJ End Time:** |
| **Photo Booth Start Time:** | **Photo Booth End Time:** |

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| **Total # Hours:** | **DJ:** | **Photo Booth:** | **Quoted Amount Total$:** |

**Payment**:

 A non-refundable deposit in the amount of $100 of the total balance is due upon signing of this contract. The remaining balance is due on or before the event. **Accepted Payments:** Cash, Money Order, PayPal or Debit/Credit Card.

**Date Changes/Cancellations:**

Any request for a date change must be at least thirty days in advance of the original event date. Change is subject to photo booth availability and receipt of a new Service Contract. If there is no availability for the alternate date, the deposit shall be refunded and event cancelled. Any cancellation occurring less than thirty days prior to the event date shall forfeit all payments received. In the event that I have to cancel I am resp*o*nsible for refunding any payment made.

**Insurance/Damage:**

Client acknowledges that it shall be responsible for any damage or loss to our equipment caused by:

A. Any misuse of the equipment by Client or its guests (invited or uninvited) or

B. Any theft or disaster (including but not limited to fire, flood or earthquake). Client acknowledges DJ Chelsea Entertainment shall have the right to decline service to client’s guests (invited or uninvited) for misuse, inappropriate photos or unruly behavior.

C. DJ Chelsea Entertainment is insured with general liability insurance. Proof of insurance can be provided upon request.

**Setup/Music:**

DJ Chelsea Entertainment acknowledges that a full sounds system, microphone, dancing lights, projector/screen (if needed) will be provided. Songs will be played that have been chosen by the client. All songs are edited for any offensive language (unless specifically requested by the client). Song requests during the event are accepted by DJ Chelsea Entertainment. Please acknowledge below if the client allows guests to request songs.

 YES NO

**Meals:**

Will the DJ and Assistant/Photo Booth Attendant be provided a meal?

 YES NO

**Additional Hours:**

In the event the client requests additional hours for the DJ Services or Photo Booth Services. The client acknowledges to pay for the additional hours at the cost of $75/hr for DJ Services. Photo Booth Services will be an additional $100/hr to cover the cost of supplies.

**Dinner:**

What type of dinner will be served?

Buffet style (If the dinner is Buffet style, will the caters be releasing tables?) Yes or No. Do you need us to release tables? Yes or No.

 Sit Down

**Dress**:

We want to dress appropriately for you event. If you have any suggestions please indicate below.

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**Formal Event Song Section:**

**Ceremony**

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| **Bridal Party Song:** |
| **Processional Song:** |
| **Unity Song:** |
| **Recessional Song:** |

**Reception**

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| **First Dance Song:** |
| **Father/Daughter Dance:** |
| **Mother/Son Dance:** |
| **Cake Cutting Song:** |
| **Bouquet Toss:** |
| **Garter Toss:** |
| **Wedding Party Dance Song:** |
| **Last Song/Dance Song:** |

**Additional Special Dance/Song Requests:**

|  |  |
| --- | --- |
| **Dance:** | **Song:** |
| **Dance:** | **Song:** |
| **Dance:** | **Song:** |
| **Dance:** | **Song:** |

**Must Have Songs:**

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**Do Don’t Play Songs:**

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**Will the Maid of Honor/Matron be giving a toast? Yes No**

**Will the Best Man be giving a toast? Yes No**

**Will there be a prayer said before dinner? If yes. Name of person saying the prayer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Introductions:**

Will the parents of the bride and grooms be introduced in the introduction line? ( ) or from their seats? ( )

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| **Parents of Bride:** | **Mother:** | **Father:** |
| **Mother of the Bride/Escort:** |
| **Father of Bride/Escort:** |

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| --- | --- | --- |
| **Parents of Groom:** | **Mother:** | **Father:** |
| **Mother of the Groom/Escort:**  |
| **Father of Groom/Escort:** |

Will the grandparents of the bride and grooms be introduced in the introduction line?( ) or from their seats? ( )

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| --- | --- | --- |
| **Grandparents of Bride:** | **Grandmother(s):** | **Grandfather(s):** |
| **Grandmother(s) of the Bride/Escort:** |
| **Grandfather(s) of Bride/Escort:** |

|  |  |  |
| --- | --- | --- |
| **Grandparents of Groom:** | **Grandmother(s):** | **Grandfather(s):** |
| **Grandmother(s) of the Groom/Escort:** |
| **Grandfather(s) of Groom/Escort:** |

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| **Flower Girl(s)** |
| **Ring Bearer(s)** |

**Bridesmaids/Groomsmen:**

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**Maid/Matron of Honor/Best Man**

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**Bride & Groom (as you like to be announced)**

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**Miscellaneous Items:**

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| **Wedding Colors:** |
| **Monogram light:** |

**Notes:**

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**Photo Booth Rental Information (if applicable)**

This section is for additional information for the photo booth rental agreement.

**Online Photo Sharing:**

We offer online photo hosting for all of our events at no additional charge so your friends and family can share and download their favorite memories. We will not host any photos of events at schools. Please let us know how you would like us to share your photos online:

 **Facebook Twitter E-mail**

**Photo booth Scrapbook:**

We offer a scrapbook for all our events. The scrapbook is for your guests to write a little message next to their photo that will be added to the scrapbook. The scrapbook is a little keepsake for you. The scrapbook is additional $50 to cover the cost of the additional ink and paper. Please let us know if you like this.

 **Yes No**

**Model Release Option: Please select Yes or No**

We realize some clients of ours as well as others wish the photos to remain private which is why we have this option above. We'd love to use your photos on our web site, but understand your privacy. Client agrees to, and understands the following: All guests using the photo booth hereby give to **DJ Chelsea Entertainment**, The right and permission to copyright and use, photographic portraits or pictures of any photo booth user who may be included intact or in part, made through any and all media now or hereafter known for illustration, art, promotion, advertising, trade, or any other purpose. In addition, I hereby release, discharge and agree to **DJ Chelsea Entertainment**, from any liability, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

 **Yes No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Initials Date

**Photo Design:**

We will customize your photo layout to match the theme of your event. We can modify the layout if you wish to include graphics, logos, more text, etc. If you have any other input on your photo layout, please tell us what you would like.

Line1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Photo Booth Notes:**

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**Thank you for choosing DJ Chelsea Entertainment for your event!**

**I have read all Requirements, Terms and Conditions and fully understand and comply:**

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| **Client Name:** | **Date:** |
| **Client Signature** |

|  |  |
| --- | --- |
| **DJ/Photo Booth Name:** | **Date:** |

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| --- |
| **DJ/Photo Booth Signature:** |