

This DJ Services Contract is made & entered into on _____

date

Primary Client Information

Name: _____

Address: _____

Phone: _____

Email: _____

Secondary Client Information

Name: _____

Address: _____

Phone: _____

Email: _____

1. FINANCIAL TERMS, DEPOSITS, & PAYMENTS

The Non-Refundable Deposit: To reserve and secure the calendar date for the event, Client must pay a **non-refundable deposit of \$1,000.00** immediately upon execution of this Agreement. This deposit is strictly non-refundable under all circumstances because it removes the date from the Company's active booking calendar, preventing the capture of alternative event revenue. **[Client Initials: _____]**

Total Payment Non-Refundability: *ALL PAYMENTS MADE TO FIRST CLASS EVENT SERVICES LLC ARE COMPLETELY NON-REFUNDABLE.* This applies to the initial deposit, partial progress payments, and the final balance. No exceptions will be made for client-side cancellations, date changes, or event scale-backs. **[Client Initials: _____]**

Credit/Debit Card on File: Client must maintain a valid, active credit or debit card on file with the Company at all times, regardless of the chosen primary payment method. Client explicitly authorizes the Company to charge this card for any unpaid balances, liquidated damages, equipment loss-of-use fees, or additional on-site hourly surcharges incurred.

Payment Methods & Rules:

- **Checks:** Must be made payable to: First Class Event Services. Any returned or bounced check will automatically trigger a **\$75.00 bounced check fee**.
- **Venmo:** Accepted via the official handle: **@firstclasseventservicesllc**
- **The Cash Discount:** If the contract balance is paid **IN FULL** using cash at the time of initial booking, Client will receive a **\$100.00 flat discount** off the total package price.

Final Due Date & Liquidated Late Fees: The complete remaining balance is due exactly **30 days prior** to the event date. Client agrees that late payments cause the Company internal administrative damages and scheduling disruptions that are difficult to calculate. Therefore, a daily liquidated damages fee of **\$100.00 per day** will automatically apply to all balances past due.

Release of Date: If the full payment (including accrued late fees) is not received by 35 days prior to the event date, the event date will be automatically released, the contract canceled, and all prior payments forfeited.

2. TIMING, LOGISTICS, & ADDITIONAL FEES

Arrival & Setup Window: The assigned DJ will arrive at the venue 3 to 4 hours prior to the contracted service start time specified on the itinerary. This window is built into the contract strictly for standard setup and soundcheck.

Overtime & Additional Hours: Any request by the Client or venue to extend the DJ's performance time past the contracted end time, or any required additional setup/breakdown time outside the standard window, will be billed at an additional **\$160.00 per hour**. This will be instantly charged to the card on file.

Travel Surcharge Rules: Our services include zero travel fees within a 50-mile radius of the core city hub we are operating in. Any event location situated 51+ miles outside of our core hub airport will automatically incur a standard 15% travel surcharge based on the total contract package value.

Travel-Related Expenses: For extended travel, the Client is fully responsible for covering all verified lodging costs, transportation costs, rental equipment costs, and airfare required for the travel team.

3. SCOPE OF SERVICES & MUSIC TIMELINES

Timeline Review Meeting: Company will schedule and conduct a mandatory timeline review meeting with the Client exactly 1 week prior to the event date to lock in the itinerary, announcements, and vibe.

The 48-Hour Music Deadline: Client must submit all specific song choices, specialty dances, playlists, and do-not-play lists to the Company a minimum of 48 hours prior to the event date.

Unavailability of Music: Should a specific song requested by the Client not be accessible or available via commercial DJ pools and standard digital platforms, the Company will notify the Client. The Company is not liable for an inability to play unprocurable files.

Emcee & Event Announcements: The DJ will handle all basic master-of-ceremonies duties, Grand Entrances, formal toasts, and timeline announcements as outlined during the 1 week timeline review meeting.

Default Event Coordination: If the Client has not retained an independent professional Event Planner or a dedicated Venue Coordinator on-site, the DJ will handle basic timeline coordination flow to keep the event moving seamlessly.

4. EQUIPMENT, POWER, & VENUE REQUIREMENTS

Sound and Lighting Provision: Company provides standard, professional-grade sound systems and dance floor lighting systems.

Third-Party / Venue Equipment Disclaimer: If the Client or venue requires the DJ to plug into or utilize an on-site venue house sound system, or any personal audio equipment provided by the Client, the Company is completely absolved of liability.

- Company is not responsible for blown speakers, sound distortion, clipping, component failure, or system damage resulting from the venue's wiring or equipment.
- The DJ will use best professional efforts to accommodate the gear given to them, but the Company is not responsible if third-party equipment pieces do not fit, lack proper adapters, or fail to communicate with standard DJ setups.
- **Operational Contingency:** If venue-provided equipment fails, malfunctions, or clips, the DJ is under no obligation to continue playing music if it risks damaging the Company's own gear, and no refunds or credits will be issued for silent periods caused by venue equipment limitations.

Mandatory Venue WiFi Rule: High-speed internet/WiFi access must be provided to the DJ at the venue free of charge. If the venue does not provide reliable WiFi, the Company will deploy its own proprietary mobile WiFi routing hardware, and the Client will be automatically billed an additional **\$25.00 per hour** for router provisioning as a day-of addition charged to the card on file.

Physical Table Requirements: The venue or Client must provide a stable 5ft to 6ft utility table at the performance space. If the itinerary requires multiple setups (e.g., separate ceremony, cocktail hour, and reception spaces), a dedicated table must be placed at EACH setup location prior to the DJ's arrival. All tables must feature a matching cloth/linen; if none are provided, the DJ will deploy a standard black linen.

Access, Rigging, & Power: The Client must guarantee full loading dock or service entrance access, elevator access (if applicable), and clear exits/entrances for heavy equipment transport. The venue must provide the DJ with dedicated, clean, unshared electrical power circuits (minimum 20-amp, 120V) within 25 feet of the setup area. If the DJ is forced to delay setup due to lack of power, venue restrictions, or blocked access, the Company is not liable for delayed performance start times.

Sound Limitations: Client must disclose any municipal decibel caps, local noise ordinances, or venue-enforced sound limitations to the Company prior to setup. The DJ will respect venue sound boundaries to protect the client from legal fines.

5. PROFESSIONAL CONDUCT & STAFF REASSIGNMENT

Behavioral Conduct Standards: All Company DJs will maintain an elite standard of professional behavior. No illicit substances or alcoholic beverages will be consumed by our DJs at any time while on duty at the venue. DJs will be dressed in appropriate, clean professional attire aligned with the event's formality level.

Qualified Substitute DJs (The Backup Plan): The Company operates as an elite team roster. This Agreement is for DJ services provided by the Company; it is not a contract for one specific individual DJ. All team DJs are highly trained, fully certified, and vetted to execute our exact production standards.

Soundchecks: The DJ reserves the right to conduct a full audio soundcheck and frequency test upon completing setup to optimize acoustics, analyze room feedback, and ensure system safety.

6. CANCELLATION SCHEDULES

Should the Client initiate a cancellation of this Agreement, the following financial penalties apply based on the proximity to the scheduled event date:

- **90+ Days From Event:** Client is assessed a cancellation fee equal to 30% of the remaining contract balance.
- **30 to 89 Days From Event:** Client is assessed a cancellation fee equal to 40% of the remaining contract balance.
- **Less than 30 Days From Event:** Cancellation within 30 days requires the remaining contract balance to be paid in full immediately.

7. BEHAVIOR, DAMAGE, LIABILITIES, & LEGAL FEES

Vendor & Guest Conduct (Safety & Security): The Client is entirely responsible for the behavior and conduct of their guests, vendors, and invitees. If at any time a guest or vendor becomes verbally abusive, physically threatening, or acts in a manner that endangers the personal safety of the DJ or the structural integrity of the equipment, the DJ reserves the right to immediately cease performance and shut down sound until security resolves the threat. No refunds will be issued for lost performance time under safety stoppages.

Breaks and Meals: The Client must include the DJ in the vendor guest count for catering. A hot vendor meal must be provided to the DJ for all events exceeding 4 hours in duration.

Equipment Damage Clause: The Client assumes full financial liability for any damage, theft, or destruction of the Company's equipment (including speakers, controllers, laptops, lights, microphones, and cables) caused by event guests, other vendors, venue staff, or water/liquid spills at the booth. **[Client Initials: _____]**

Loss-of-Use & Operational Disruption Fees: In the event of gear damage, the Client will be billed the full retail replacement fee for the ruined equipment, payable within 30 days. Because damaged equipment directly prevents the Company from fulfilling alternative event contracts, the following structural surcharges apply:

- Failure to pay the equipment replacement invoice within 30 days will result in an immediate **\$25.00 daily "Loss-of-Use" fee** to offset gear rental replacements.
- If debt collection or litigation is initiated, a secondary **\$100.00 daily operational disruption fee** will continuously accumulate on top of the balance until a final court judgment is satisfied.

Legal Fees: If the Company is forced to retain legal counsel or launch litigation against the Client due to missed payments, failed contract fulfillments, or equipment damage, the Client is legally required to cover all of the Company's attorney fees, collection agency fees, and court costs.

Media Rights & Marketing Usage: Client grants the Company the irrevocable right to capture photographs and video footage of the event (including the venue, dance floor, and crowds) for use in marketing materials, social media profiles, websites, and commercial promotions.

Force Majeure & Confidentiality: Neither party will be held liable for failure to perform duties if caused by acts of God, natural disasters, structural venue fires, government shutdowns, or declarations of war. All pricing, internal corporate structures, and logistical materials shared between the Company and Client are strictly confidential.

8. SAFETY TIMEOUT & OPERATIONAL HALT POLICY

The Safety Timeout Authorization: The safety, physical security, and operational integrity of the Company's staff and property are paramount. Any Company staff member or on-site Event Lead has the absolute authority to call a mandatory "Safety Timeout" at any point before, during, or after the event.

Mandatory Service Halt: Upon the declaration of a Safety Timeout, all musical, emcee, and production services will immediately halt. Services will remain completely suspended until a thorough safety evaluation is completed by the on-site Event Lead and Company management.

Triggering Conditions: Company reserves the right to declare a Safety Timeout and halt services under conditions including, but not limited to:

- **Environmental Hazards:** Inclement weather (thunderstorms, lightning, high winds), severe unmitigated temperatures, or lack of overhead cover protecting electrical setups.
- **Infrastructure & Power Risks:** Unstable staging, faulty or ungrounded venue power, bad wiring, or dangerous structural conditions.
- **Equipment Malfunctions:** Technical failures or hardware defects that pose an active electrical, fire, or physical threat to the staff or attendees.
- **Hostile Environments:** Unruly, aggressive, heavily intoxicated, or verbally/physically abusive behavior from the Client, guests, vendors, or venue personnel.

Resumption of Services: Services will only resume once a viable, permanent resolution is established at the sole discretion of the Company's management and on-site Event Lead. The Company is completely absolved of any liability for lost performance time, timeline delays, or silent periods occurring during a Safety Timeout.

Termination for Cause: If a dangerous or hostile condition is triggered and a safe, reasonable resolution cannot be reached within a reasonable timeframe, the Company reserves the absolute right to fully terminate the contract on-site and permanently cancel the event. In the event of an emergency cancellation under this clause, the Client remains legally obligated to provide full 100% contract payment, and all prior payments remain entirely non-refundable.

[Client Initials: _____]

Event Information

Type of Event:		Number of Guests:	
Event Date(s):		DJ Package Requested:	
Event Location:		Start/End Times:	
Hours of Service:		Venue Name:	

Venue / Manager Information

Name:

Address:

Phone:

Email:

Payment Information

Quoted:

Balance Due:

Due Date:

Payment Method:

Failure to submit the full payment by the 30-day deadline will result in the DJ's services being canceled for the event. However, the client will still be responsible for the total payment as stipulated in this agreement.

Client Name (Printed)		First Class Event Services Team Member	
Client Signature	Date	First Class Signature	Date