



Uptown Downtown
PHOTO • VIDEO • & MORE





CONTRACT FOR DJ/MC SERVICES

This Contract for DJ/MC services (the "Contract") is made effective on this date of _____ (the "Effective Date"), by and between _____ (the "Client(s)") of address, _____ and Uptown Downtown Photography (the "Service Provider") of address, 51 E. Jefferson Street #2095 ORLANDO, FL 32802-2095 to provide the Services fully described below at _____ (the "Venue") on this date of _____ (collectively, the "Event").

CLIENT.

Name: _____
Address: _____
Email: _____
Phone: _____

CLIENT.

Name: _____
Address: _____
Email: _____
Phone: _____

ADDITIONAL CONTACT.

Name: _____
Mobile Number: _____

ADDITIONAL CONTACT.

Name: _____
Mobile Number: _____

Additional contacts must be able to be contacted on the day of the Event.

DESCRIPTION OF SERVICES. Beginning on the Effective Date, Uptown Downtown Photography will provide to the Client the following services (collectively, the "Services"):

PRE-EVENT CONSULTATION.

This normally happens at the time of booking. The Clients will outline broadly what is required and the Service Provider will advise on planning, logistics and timings where needed. If required the Clients are welcome to pop in for an additional chat closer to the time of the Event (about 2 weeks) to clarify the remaining details. In any case the Service Provider will contact you by phone a few days before the Event to ensure that there have been no last minute changes.

DESCRIPTION OF THE EVENT.

PRE-CEREMONY.

Name of Location: _____
Address: _____
Phone: _____
Date Start/End Time: _____

RECEPTION:

Name of Location: _____
Address: _____
Phone: _____
Date Start/End Time: _____

CEREMONY.

Name of Location: _____
Address: _____
Phone: _____
Date Start/End Time: _____

POST-RECEPTION:

Name of Location: _____
Address: _____
Phone: _____
Date Start/End Time: _____



DETAILS & TIME LINE.

SET-UP & BREAKDOWN.

The Service Providers scheduled DJ/MC will require at a minimum of two (2) hours before & after the Event for set-up & breakdown of the Sound Equipment & lighting.

Available set-up time: _____

GUESTS.

Expected guests: _____ Guest arrival time: _____

Children under 16: _____

BRIDAL PARTY.

Bridal party arrival time: _____

RECEPTION HIGHLIGHTS.

In the order preferred list all the reception highlights that will require announcement during the Event including any relevant information including time and duration specific to the reception highlight, i.e desired song for the father/daughter dance. Reception highlights can include activities such as introduction of the bridal party, first dance, toasts, blessing/grace, cake cutting ceremony, bouquet/garter ceremony, mother/son or father/daughter dances, and relative.

Event 1: _____

Event 2: _____

Event 3: _____

Event 4: _____

Event 5: _____

Event 6: _____

Event 7: _____

Event 8: _____

Event 9: _____

Event 10: _____

Event 12: _____

Event 13: _____

Event 14: _____

Event 15: _____

BRIDAL PARTY INTRODUCTIONS.

Introduction time: _____

Relationship to the Bride: _____

Name: _____

Escort Relationship: _____

Escort Name: _____

Introduction Type: seat or introduction line

Relationship to the Groom: _____

Name: _____

Escort Relationship: _____

Escort Name: _____

Introduction Type: seat or introduction line



DETAILS & TIME LINE.

BRIDAL PARTY INTRODUCTIONS.

Relationship to the Bride: _____ Relationship to the Groom: _____
Name: _____ Name: _____
Escort Relationship: _____ Escort Relationship: _____
Escort Name: _____ Escort Name: _____
Introduction Type: seat or introduction line Introduction Type: seat or introduction line

Relationship to the Bride: _____ Relationship to the Groom: _____
Name: _____ Name: _____
Escort Relationship: _____ Escort Relationship: _____
Escort Name: _____ Escort Name: _____
Introduction Type: seat or introduction line Introduction Type: seat or introduction line

Relationship to the Bride: _____ Relationship to the Groom: _____
Name: _____ Name: _____
Escort Relationship: _____ Escort Relationship: _____
Escort Name: _____ Escort Name: _____
Introduction Type: seat or introduction line Introduction Type: seat or introduction line

Flower Girl: _____ Ring Bearer: _____

Bridesmaid 1: _____ Groomsmen 1: _____
Bridesmaid 2: _____ Groomsmen 2: _____
Bridesmaid 3: _____ Groomsmen 3: _____
Bridesmaid 4: _____ Groomsmen 4: _____
Bridesmaid 5: _____ Groomsmen 5: _____

Maid/Matron of Honor: _____ Best Man: _____

Bride & Groom: _____

BLESSING/GRACE.

Blessing/Grace by: _____
Blessing/Grace time: _____

TOASTING.

Toast(s) by: _____ Allow guest toasts: [] YES - [] NO
Toast(s) by: _____
Toast(s) by: _____
Toast(s) by: _____



DETAILS & TIME LINE.

MUSIC.

Choose from the following genres of music that best fit the desired musical preference for the Event. From the selections below a customized play-list will be provided for the Clients' for approval.

- | | |
|---|---|
| <input type="checkbox"/> Current/Top 40 | <input type="checkbox"/> Alternative/New Rock |
| <input type="checkbox"/> Adult Contemporary | <input type="checkbox"/> Big Band/Swing |
| <input type="checkbox"/> Rock & Roll | <input type="checkbox"/> Country |
| <input type="checkbox"/> Classic Rock | <input type="checkbox"/> Disco/Retro |
| <input type="checkbox"/> Oldies (50-60) | <input type="checkbox"/> Hip-Hop/Rap/R&B |
| <input type="checkbox"/> Motown | <input type="checkbox"/> Slow Dance |

"Must Have" Songs:

Song Title _____	Song Title _____
Song Title _____	Song Title _____
Song Title _____	Song Title _____

"Do not play" songs:

Song Title _____	Song Title _____
Song Title _____	Song Title _____
Song Title _____	Song Title _____

ATTIRE.

Select a desired style of dress for the DJ during the reception.

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Formal | <input type="checkbox"/> Casual |
| <input type="checkbox"/> Business/Sunday Best | <input type="checkbox"/> Themed |
| <input type="checkbox"/> Business Casual | <input type="checkbox"/> Other: _____ |

SAMPLE RECEPTION TIME LINE:

- | | |
|--|---|
| <ul style="list-style-type: none">• Guests arrive and cocktail music begins.• Bridal Party arrives followed by introductions.• Bride and Groom First Dance.• Mingling and Greeting Guests.• Invocation, Blessing or Prayer.• Dinner with announcement of table order.• Introduction of children games. | <ul style="list-style-type: none">• Acknowledgment of all married couples.• Bride and Groom cut the wedding cake.• Toast(s) by Best Man, Maid/Matron of Honor.• Special Dances, Father/Daughter, Mother/Son.• Garter/bouquet ceremony.• Dancing until bride & groom make a grand exit. |
|--|---|



PACKAGES.

Premium Package, \$850.00 USD

Initial: _____

- The Service Provider will schedule one (1) DJ/MC to be available during the Event and will provide up to five (5) consecutive hours of continuous customized music of the Clients choice.
- The Service Provider will provide state-of-the-art live sound as outlined with in the Sound Equipment for the Event.
- The Service Provider will coordinate the details and time line of the Event with the Client all outlined within the Details & Time Line.
- The Client will be provided two (2) wireless microphones for use during speeches and toasts.
- The Client will be provided three (3) dance floor lighting effects.
- The Client will be provided a complete uplighting package which includes up to 10 LED uplights.

Deluxe Package, \$750.00 USD

Initial: _____

- The Service Provider will schedule one (1) DJ/MC to be available during the Event and will provide up to four (4) consecutive hours of continuous customized music of the Clients choice.
- The Service Provider will provide state-of-the-art live sound as outlined with in the Sound Equipment for the Event.
- The Service Provider will coordinate the details and time line of the Event with the Client all outlined within the Details & Time Line.
- The Client will be provided two (2) wireless microphones for use during speeches and toasts.
- The Client will be provided one (1) dance floor lighting effect.
- The Client will be provided a uplighting package which includes up to 5 LED uplights.

Classic Package, \$650.00 USD

Initial: _____

- The Service Provider will schedule one (1) DJ/MC to be available during the Event and will provide up to three (3) consecutive hours of continuous customized music of the Clients choice.
- The Service Provider will provide state-of-the-art live sound as outlined with in the Sound Equipment for the Event.
- The Service Provider will coordinate the details and time line of the Event with the Client all outlined within the Details & Time Line.
- The Client will be provided one (1) wireless microphones for use during speeches and toasts.
- The Client will be provided one (1) dance floor lighting effect.

Additional.

- Additional DJ/MC time, \$100.00 USD per hour Hours Requested: _____ Initial: _____
- Idle DJ/MC time, \$50.00 USD per hour Hours Requested: _____ Initial: _____

Note: Idle time is best utilized during times of unexpected occurrences when the DJ/MC is not rendering services, i.e. late arrivals, delays with the venue or staff, or unexpected occurrences.



RECOMMENDATIONS.

As you plan your celebration, keep these ideas in mind for you and your guests.

- If you have assigned seating for dinner, seat your younger guests closer to the sound system.
- If you have a large Bridal Party, consider dedicating a bridal party dance to them. This will allow plenty of time for your photographer to get candid shots of the bridal party.
- Try not to clump too many activities together. Doing so can upset the flow of the reception making it more difficult to build an energy level throughout the event. Doing everything all at once can also unintentionally encourage guests to leave early.

COOPERATION. The Clients and the Service Provider consent to happily cooperating and communicating with each other to achieve the best possible result within the understanding of this contract. We recommend that the Service Provider be provided with a helper (usually the Event coordinator) who will assist in determining logistics of the Event. The Clients also agree to give the Service Provider sufficient warning of key events at the wedding to give the Service Provider time to prepare e.g. Bouquet throwing, cutting the cake, speeches etc.

EVENT SCHEDULE. The Client agrees to confirm the schedule one-week prior to the Event. Notification of any changes in schedule or location must be made in a timely manner and confirmation of receipt must be obtained from the Service Provider by the Client.

PERMITS. The Client is responsible for acquiring all permits and necessary permission for all locations on which the Service Provider will be performing services.

RESPONSIBILITIES. The Service Provider is not responsible for compromised services due to causes beyond the control of the Service Provider including but not limited to obtrusive guests, lateness of the Client or guests, weather conditions, acts of God, equipment failure, schedule complications, incorrect addresses provided to the Service Provider or restrictions of the locations. The Service Provider is not held liable for missed services of any part of the Events. The Service Provider will not be held accountable for failure to deliver service at the Event.

VENUE AND LOCATION LIMITATIONS. Note the Service Providers are sometimes limited by rules imposed by registrars, ministers and venue management as to what can and cannot be done. In such circumstances the Clients agree to accept the technical limitations that may be imposed on the equipment used. We advise the Clients to make themselves aware of the rules of the venue concerned and if necessary negotiate with the personnel concerned.

SOUND EQUIPMENT. The Service Provider will furnish the following equipment for use only by the Service Provider's scheduled DJ/MC for the Event. The Sound Equipment is listed as follows: one (1) Peavy 1,000 watt sub-woofer, three (3) EV twelve (12") inch powered 1,000 watt speakers and one (1) 2-deck controller mixer with flagship DJ software.



RIGHT OF WITHDRAWAL. The Service Provider's discovery of new information, changes to agreed circumstances, or other factors which tends to circumvent its policies may result in its withdrawal. Non-cooperation, harassment, changes in locations, facilities or available times, missed appointments and late payments are examples of contributing factors. Should the Service Provider initiate the withdrawal, all fees will be returned, excluding the retainer fee as well as fair market value for all services/products already provided. In case of withdrawal, \$150.00 USD an hour is charged for all services already provided and \$100.00 USD an hour is charged for all other services, consultations and all driving time, rounded up to the nearest half-hour.

LIMIT OF LIABILITY. If the scheduled DJ/MC is too ill or becomes injured and cannot supply the wedding services specified above the Service Provider will try to book a replacement DJ/MC. If a replacement DJ/MC cannot be found beyond our control, in these circumstances liability is limited to the return of fees paid for the service not including the Retainer Fee and \$150.00 USD an hour is charged for all dj/mc services already provided and \$100.00 USD an hour is charged for all other services, consultations and all driving time, rounded up to the nearest half-hour.

PENALTY FEES & CHARGES. There is a \$150.00 USD late payment fee for any payments that are not received by fourteen (14) business days before the start time of the Event.

RESERVATION: A signed contract and retainer fee are required to reserve the dates and times of the Event. If the Event is rescheduled, postponed, or canceled; or if there is a breach of contract by the Client, the retainer fee is non-refundable and shall be liquidated damages to The Service Provider. The Client shall also be responsible for payment for any of the Service Provider materials charges incurred up to time of cancellation as \$150.00 USD an hour is charged for all services already provided and \$100.00 USD an hour is charged for all other services, consultations and all driving time, rounded up to the nearest half-hour.

ENTIRE AGREEMENT. This contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreement between the parties.

SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds the any provision of this Contract is invalid or unenforceable, but that by limiting such provision it will become valid and enforceable, then such provision will be deemed to be written, constructed, and enforced as so limited.



RETAINER FEE. At the time of the signing of this Contract the Client will pay a non-refundable retainer fee in the following installments.

- Due at time of signing of this Contract the Client will pay a \$_____ USD non-refundable retainer fee.
- The remaining sum of \$_____ USD is due two (2) weeks or fourteen (14) calendar days before the Event.

By signing and dating the Client understands the contents of this contract and agree to the terms therein.

Client – Print Name

Date

Client – Signature

Date

Client – Print Name

Date

Client – Signature

Date

Uptown Downtown - Print Name

Date

Uptown Downtown - Signature

Date