



Entertainment Service Agreement For Wedding Reception

Please print out and complete the form as much as possible. We will send you a signed copy for your records. PLEASE PRINT CLEARLY. Thank You!

Wedding Date: _____

Client Information:

Bride Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Work/Daytime Phone: _____

Cell Phone: _____

E-mail _____

Groom Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Work/Daytime Phone: _____

Cell Phone: _____

E-mail: _____

Event & Venue Information:

Location Name: _____

Location Address: _____

_____ ZIP: _____

Location Telephone: _____

Location Contact: _____

Location Web Site: _____

COMPENSATION INFORMATION:

Client shall pay for the desired services as follows:

☐ PREMIUM PLUS WEDDING ENTERTAINMENT PACKAGE: \$_____ – Flat Rate Wedding Entertainment Director Package **With Ceremony Sound & Music**, Up to 5 Pre Consultations, Meeting Week of Wedding, Custom Introductions, Unlimited Games and Interaction, 200% Money Back Guarantee, Digital Music Library, Up to 20 Hours of pre-wedding planning time, **UNLIMITED PERFORMANCE TIME** to midnight on reception day. **DJ Alan Dodson guaranteed to be your entertainer.** 150 Mile radius of Bristol, TN. Up to 200 Guests

☐ PREMIUM WEDDING ENTERTAINMENT PACKAGE: \$_____ – PREMIUM Flat Rate Wedding Entertainment Director Package **Without Ceremony Sound & Music**, Up to 5 Pre Consultations, Meeting Week of Wedding, Custom Introductions, Unlimited Games and Interaction, 200% Money Back Guarantee, Digital Music Library, Up to 20 Hours of pre-wedding planning time, **UNLIMITED PERFORMANCE TIME** to midnight on reception day. **DJ Alan Dodson guaranteed to be your entertainer.** 150 Mile radius of Bristol, TN. Up to 200 Guests

☐ WEEKDAY WEDDING ENTERTAINMENT PACKAGE: \$1000.00 – BASIC local wedding reception package. Direct booking, telephone meetings, and final week meeting includes music and basic announcements, limited games & interaction. 4 Hours Performance Time Included. M – Thu Only. Up to 150 Guests

OPTIONS:

☐ WEEK OF WEDDING: COORDINATOR: \$550.00 –Sally Dodson (The Wedding Boss) as Week of Coordinator/Director. Full Service Wedding Planning and Event Production Service also available from The Wedding Boss. www.WeddingBoss.net

☐ VIDEO SLIDE SHOW: \$350.00 to 550.00 – Video slide show of the bride and groom as they were growing up, then to them together as a couple, right up to wedding day, all set to music that matches the love and personality of the couple. Use of digital images is included. Scanning & photo retouch may be extra. Includes video projector and screen at reception. Couple receives 2 original DVD discs with copyrights for reproduction. Actual fee based on number of photos and how many provided in digital format.

Mr. Picture Booth – Photo Booth 4 Hours w/attendant & Scrapbook	+ \$ _____
First Dance (Special Audio Mix (opt voiceover)	+ \$200.00
Ceremony Music & Audio (Different Location)	+ \$ _____
Ceremony Family Voice Over Mix	+\$200.00
Comprehensive Narrated Love Story	+\$350.00
Wedding Minister/Officiant (Performing Service – Same Location)	+\$250.00
Dancing on a Cloud – Special Effects Low Lying Cloud	+\$150.00
Special Lighting Effects: Uplighting, Laser Stars, Accent Lighting, etc	+ \$ _____
Gobos, Monograms, Special Effects	

Subtotal = \$ _____

(Travel Over 150 Miles/Hotel stay, etc.) Additional Fees = \$ _____

Additional Charge for _____ = \$ _____

Total Agreement Price = \$ _____

Initial Payment (Date Reservation Fee) Required = \$ _____

(See section B & C Below) Balance Due on _____ of \$ _____

TERMS & CONDITIONS OF EMPLOYMENT

The above named Client(s) of An Unforgettable Event, Inc. Hereby agree to employ DJ Alan Dodson (THE HOST) to provide entertainment and coordinated sound activities in accordance with instructions as to time and place and for the price set forth above, and are both jointly and separately responsible for total contract execution. In consideration of the mutual covenants herein contained, and other good and valuable consideration, the Company and the Client hereto agree as follows:

A. DJ Alan Dodson Entertainment and DJ Alan Dodson shall provide to the Client those entertainment services specifically identified in this Agreement, which may or may not include sound and light shows, background music, dance music, games and master of ceremonies activities. Client understands and agrees that DJ Alan Dodson's services are specialized and unique, and include interaction with client and their guests and as such require setup area to be immediately next to the dance floor area which should be centrally located in the performance room. Client authorizes DJ Alan Dodson to deal with the venue and/or coordinator to insure proper venue setup and agrees that his opinion and decisions are very important to the event success and will be honored by the client and venue. DJ Alan Dodson will retain exclusive rights over the event production and presentation, including but not limited to, the details, means, and methods of services except as agreed upon in writing by DJ Alan Dodson and Client. Should the Client or their agents exercise partial or full control of DJ Alan Dodson's music selections, equipment setup location, content, programming, timing, and/or system volume, DJ Alan Dodson is indemnified and released from all implied or specific guarantees.

B. In consideration for these services, Client shall pay to An Unforgettable Event, Inc., and DJ Alan Dodson the "Initial Payment" (The Date Reservation Fee) with the return of this Agreement, and the balance no later than 45 business days prior to the Event; make all checks payable to "Alan Dodson".

C. DJ Alan Dodson, An Unforgettable Event, Inc. or their employees or agents, shall collect all payments a minimum of 45 business days prior to performance of the entertainment services; Any extra time required will be billed as stated above and PAID IN FULL (or arrangements made) as described prior to the start of the additional music. Typical wedding & reception is 5 to 8 performance hours of setup, performance time and teardown ending before Midnight. Extra time after Midnight must also be approved by the location before event begins. Final payment is due 45 business days prior to the event. If the final payment is late or the bank rejects payment issued; cash/money order/ cashiers check must be used to make payment or DJ ALAN DODSON will consider this contract null and void, leaving payment in full due by clients signed herein this contract. No personal checks allowed for late payments. A \$75.00 minimum fee will also be assessed for returned checks plus all fees and costs incurred by DJ ALAN DODSON from banking institutions. All prices quoted are for cash/check only, credit card payments may be accepted with the 5% cash discount re-applied.

D. The Client shall secure the use of any primary or backup site or facilities required to carry out the terms of this agreement prior to the time of the engagement, and shall secure any licenses, authorizations or permits that are necessary and proper for DJ Alan Dodson to execute the terms of this Agreement.² This includes adequate time for DJ to set up equipment (up to 4 hours prior to guests arriving) and tear down time (Up to 1 1/2 hours after event ends). (see locations with stages below³). This agreement assumes, and client warrants, those performance facilities are in compliance with ASCAP/BMI and any other Federal, State and Local Laws and client has obtained legal rights to any music provided to DJ Alan Dodson. Connection of Client, guest, vendor, or facility provided internal or external input or output devices into or out of DJ Alan Dodson's equipment is strictly prohibited.

E. Liability of Alan Dodson (THE HOST) shall in no case exceed the total value of this Agreement (On Page 2) except as specifically detailed in Paragraph P. This document is considered executed in Sullivan County, TN.

F. Payments are not transferable, not assignable, nor refundable except as explicitly described in this contract. Due to the unique services provided by Alan Dodson and the nature of available performance days this agreement may not be rescheduled without rescheduling fee. Initial Payment is a Date Reservation Fee.

G. Announcements & Toasts; the grand entrance, dinner, cake cutting, toasts, and any other Professional Master of Ceremonies duties are included in this agreement.

H. Dates are reserved on a ***first come, first served basis***. To reserve a date you must complete this agreement and return along with the initial payment check or credit card payment. **Date will not be**

guaranteed as reserved until funds are actually received and contract is completed and delivered to Alan Dodson.

I. If the event is cancelled less than by the 120th day prior to the scheduled day of the event, payment in full is still due as liquidated damages, cancellation must be received, in writing, (No e-mails or phone calls) by the 120th day prior to the event. In the event of cancellations or date changes, DJ ALAN DODSON will not change, relocate or make substitutions of the event other than what is listed herein. No substitutions are allowed, this will constitute conclusion of agreement by you and payment in full is still due. The final payment is due within seven business days of cancellation or seven business days prior to cancelled scheduled event day.(which ever comes first) If you hire DJ ALAN DODSON less than 45 days prior to your event and then cancel, payment in full is still due as stated in this agreement. There are no refunds of initial payments or any other payments under any circumstances.

J. DJ Alan Dodson & An Unforgettable Event, Inc. cannot be responsible for unseen "Acts of God"¹ but will do our best to fulfill the obligations of this agreement. In the case of illness, substantial conflict or other tragic occurrence, and Alan Dodson is unable to personally perform for you, DJ Alan Dodson will do his best to accommodate you with another Quality Professional DJ. This company or individual will be compensated by DJ ALAN DODSON from payment as stated in this agreement. In the case that the substitute DJ price is higher for the time allotted in this agreement, DJ ALAN DODSON will pay the difference to the DJ. (Extra time other than as stated in this agreement will be paid by the client.)

K. Food and Drink: If you are providing us with a meal, please confirm with DJ ALAN DODSON prior to the week of the event, this will give us time to plan ahead; Vendor's meals are sometimes available for us without the additional cost incurred by you. The providing of bottled water and/or other beverages during the performance time is appreciated.

L. You the signer of this agreement have complete responsibility for adhering to this contract and are the sole contact with DJ ALAN DODSON. DJ ALAN DODSON will only work with you personally on all matters concerned with your event unless otherwise notified by the signee, in writing, of another person to correspond with (parent/event planner/location personnel) or to work with on the day of the event. If for any reason there should arise a problem with me please let me know as soon as possible (loudness/music selection/timing). You and you alone can make changes in the scheduling (beginning/ending/extra time) it is your sole responsibility for the actions of your guests interacting with DJ ALAN DODSON (children/ drunken patrons/unruly guests). If I should have a problem with a guest or location personnel, it will ultimately be your responsibility to resolve these problems. Failure to resolve situations or problems could result in a shut down by DJ ALAN DODSON!

M. If the event seems to be lacking in numbers of people/guests attending and participating in the dance portion of your event, (lack of guests, weather, the time, etc.) it is solely up to the discretion of the Host to bring an end to the event before the scheduled time. Before doing so, we will attempt to communicate our early shutdown to the undersigned or their designated representative whenever possible.

N. Failure of the Client to abide by the terms and conditions set forth in this Agreement, including completion of information forms, shall result in DJ Alan Dodson (THE HOST) retaining or receiving the total amount of the contract as liquidated damages for breach of contract.

O. ALL EVENTS END AT OR BEFORE MIDNIGHT (12:00 a.m.) Events scheduled to continue after midnight must be approved by DJ ALAN DODSON and location/site prior to the start of the event. Any Entertainment provided by DJ ALAN DODSON after midnight may have an additional charge added to the standard "additional time" per hour extra. (After Midnight is \$100.00 per half hour or fraction thereof).

P. **200% Satisfaction - Money Back Guarantee:** (Premium Packages ONLY) If something should go wrong, unresolved equipment failure, poor performance level, or other items that DJ Alan Dodson (The Host) has a control over, he will offer a portion of the cost back to you the client in accordance to the situation **up to 200% of the cost paid under this agreement.** This limited guarantee applies to only that which is under the Host's direct control and supervision and only for which the HOST and CLIENT have mutually agreed upon in writing prior to the event. DJ Alan Dodson is indemnified and released from all implied or specific warranties and/or guarantees 36 (thirty six) hours after the event's completion. A written letter, from the signer(s) of this agreement, must be received within five (5) business days of the event (by Certified U.S. Mail

postmarked within the above time limit) explaining in detail any situation you believe would call for a refund. A face to face meeting will be scheduled to discuss the reason for the complaint and a solution should be reached. If either side of the complaint isn't fully satisfied it then can be moved to arbitration or small claims court by either party. Client must have fully complied with all requirements under this agreement and attended all scheduled meetings and completed all required documents and forms and all payments must have been paid on time as required.

Q. Photographic Release: I grant to An Unforgettable Event, Inc., Alan Dodson & DJ Alan Dodson, its representatives and employees, successors and assigns, the right to take photographs and/or videos of me and my guests **and** to obtain photographs or videos from any person and my **official photographer and videographer** in the same capacity as if requested by myself personally, in connection with my wedding and reception. If obtained from a professional photographer or videographer, acknowledgement of credits will be provided if used. I authorize An Unforgettable Event, Inc., and Alan Dodson & DJ Alan Dodson Entertainment to use and publish the same in print and/or electronically without restriction or compensation.

I agree that An Unforgettable Event, Inc., Alan Dodson & DJ Alan Dodson, may use such photographs of me/us with or without my/our name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. DJ Alan Dodson's performance is for the personal enjoyment of Client. Unauthorized commercial use of any photographs, videos, and/or recordings of DJ Alan Dodson's performance without the expressed written consent of DJ Alan Dodson is prohibited.

R. The Client agrees that any and all modifications to any portion of this contract by the Client must be submitted in writing, be approved in writing, and must be signed by DJ Alan Dodson or the modifications are invalid and nonbinding. This contract contains all the agreements by the parties hereto. There are no promises, agreements, terms, or conditions other than those contained herein. This agreement will apply to and bind all parties, and may not be assigned or transferred by either party.

S. Change of mailing address after the wedding.

May we provide your name, telephone number and email address as a reference? ___ Yes ___ No

Will you allow us to record a short video interview at the end of your reception? ___ Yes ___ No

Your business is very important to us. We provide the best entertainment for your event at a fair cost to you. If you are pleased with our performance, DJ Alan Dodson appreciates referrals to other clients. Thank you!

A COUNTERSIGNED COPY OF THIS AGREEMENT WILL BE SCANNED AND PROVIDED TO THE CLIENT BY EMAIL AND THE CLIENT UNDERSTANDS AND ACKNOWLEDGES THE TERMS AND CONDITIONS SET FORTH ABOVE. BOTH DJ ALAN DODSON AND THE CLIENT AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS.

Unless Specified Below, Alan Dodson will be the MC/DJ/Host that performs for your event.

Other DJ/MC/Host: _____

Notes:

Other Notes About Weddings:

Thank you for choosing me to entertain at your special event. My mission is to make your special day one that everyone will remember cherish and for all time. My service is open to you for any questions, suggestions or ideas to make your reception fun, memorable and trouble free. Please feel free to e-mail or call with anything that I might be able to help you with.

Initial Consultation:

For many of you this will be the first time with the need to hire a Professional DJ Entertainer for any event. If you have never done this before it can be an intimidating ordeal. Your first meeting with me is spent answering many of the important questions regarding the preparation and execution of your event. I will listen to your dreams and ambitions for your special day. With my experience, I will present, creative and honest suggestions on how to make your dreams come true. Together you will develop a clearer vision of what it will take to have the most perfect and successful wedding reception. When you leave you will have a better understanding of the Disc Jockey-Entertainment industry and the importance of hiring the right DJ for your event.

Event Preparation: Approximately 20 to 30 days prior to reception.

Depending on your personal preferences and package choices there may be a need for several follow up meetings. A great DJ just doesn't show up at your event without many hours of preparation so that everything is perfect right down to the littlest of details. It is typical for the preparation planning that I will do to take 20 to 30 hours or more to complete. If you choose a custom first dance song, there may be additional meetings in person or by phone to complete the details and/or rehearsals of the dance. Special mixes, voice over and choreography are not included in all package prices.

There will also be a DJ Reception Planner and music selection list to complete that will help plan, format and execute the entire reception. Please bring these documents with you at the second meeting. The DJ Reception planner and music selection list needs to be returned to me a minimum of 30 days prior to the reception. "The Life/Love Story" questionnaire needs to be completed 60 days prior to the reception if you choose a Video Slideshow and/or Love Story Introductions.

Final Planning Meeting: The week of the reception.

I fully understand that as your DJ/Entertainer/Master of Ceremonies I am largely responsible for the success of your event and don't take this responsibility lightly. The last meeting normally will take place the week of your event. I will meet with you (where possible), the person responsible for the event location and any other important personnel from your wedding party. (Brides Maids, Groomsmen and Parents) I sometimes like to meet at the actual reception site to have a run through of the night so everyone involved has a clearer vision of what will take place from the moment they arrive at the reception to the last song of the night. It is your responsibility to arrange with Alan and all persons necessary to conduct this final meeting and schedule approximately one hour for said meeting if required.

The Day of your Event

I will arrive long before any of your guests do to make sure I am set up, prepared and ready to go. I will go over any last minute details with the support staff of the site and finish any lingering details of the plan. As you and your guests arrive the hours of preparation are evident in the smiles on everyone's face. With all the details that I attend to, many will go unnoticed; making sure you can relax, be stress free and enjoy your magical evening.

It is my goal to be "Your Perfect Host" and make your wedding "The Best Wedding and Reception Ever!"

Summary

I know the importance of your event to you and everyone in attendance. My goal is to provide you with the best Professional DJ/Entertainer and make the memories of your night last a lifetime. Your event will be Fun, Unique, Memorable and Professional. I guarantee it!

Thank you!

Alan Dodson

Alan Dodson, Director of Wedding Entertainment

Satisfaction Guaranteed or your money back! Up to 200% of the amount paid on this agreement. (Per Paragraph P Above) Applies to Premium and Ultimate Entertainment Packages Only. Client must be in FULL compliance with all provisions of this agreement.

Date: _____

Client Signature

Client Signature

MAKE ALL CHECKS PAYABLE TO: ALAN DODSON

Alan Dodson, Director of Wedding Entertainment
DJ Alan Dodson Entertainment
115 Belmont Drive, Unit B-5
Bristol, TN 37620

423.383.7577 OR 888.330.1945
alan@topdiscjockey.com
www.TopDiscJockey.com www.WeddingBoss.net www.ThoseWeddingPeople.com

Electronic Signature Acknowledgement: *It is understood that this document may be transmitted by electronic means, Email, Fax or otherwise and may not contain a physical signature. Client understands that the terms and conditions of this contract are fully binding on both parties by submission of payment to DJ Alan Dodson and/or An Unforgettable Event, Inc. by PayPal, check or money order or other form of payment acceptable to DJ Alan Dodson and/or An Unforgettable Event, Inc.*

¹ **Acts of God:** Rain, snow, floods, wind, tornadoes, earthquakes, or other unforeseen acts of nature, also includes Unforeseen health problems, accidents, injuries or deaths.

² **Suitability of Location:** This agreement implies that any location is suitable for setup of valuable, sensitive, clean and professional sound equipment. If location is not level, dirty or dusty or otherwise deemed unsuitable at the time of setup, additional charges for specialized setup, cleaning of equipment after show, or obtaining additional equipment to ensure a safe and workable setup will apply. Suitability of the location is at the sole discretion of Alan Dodson , DJ Alan Dodson.

³ **Locations with stages:** Stage must be no more than 24 inches tall. If over 24 inches it must have its own ramp or other non-stair system for getting equipment onto stage. (Elevator) Easy Accessibility to Location: One level, no stairs. Elevator or ramps must be provided for multi level buildings or an additional charge for equipment handlers may be charged and client expressly agrees to provide such handlers or compensate DJ Alan Dodson for same. Space for DJ set up: I require for set up unit, a minimum space of 6 feet deep by 15 feet long. If in a corner location, 8 feet out from corner of room and 16 feet across at a diagonal to corner. These sizes are approximate and can be worked with to a slight degree. Locations other than ground floor require an elevator or payment for additional staff to carry equipment to and from performance area before and after performance. If the event is being held outdoors, the client is to additionally provide overhead shelter or tent with protection from sun and rain for DJ, equipment and supplies. The size of overhead shelter or tent will be no less than 10' x 10' in diameter and properly secured on level ground.

Power Requirements/Protective Cover: DJ ALAN DODSON requires for set up a minimum of 2-two plug grounded outlets on at least **two separate** 20 amp 115 Volt circuits. Outdoor venues must provide a tent to cover the equipment setup area and venues that require power generators are the responsibility of the client. The suitability of the quality of the electrical supply is at the sole discretion of DJ Alan Dodson. If there is a problem with accessibility or space for set up, this then could result in an extra charge for extra time/help in set up & tear down or in the impedence of a good performance, the termination of this contract by DJ ALAN DODSON and thus you will still be liable for payment in full.

Alan Dodson is a Member of the American Disc Jockey Association and East Tennessee Chapter President



www.adja.org