

# Wedding & Reception Service Agreement



*If Emailed please print out and complete the form as much as possible. A completed copy will be scanned and emailed for your records. PLEASE PRINT CLEARLY. Thank You!*

Wedding Date: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

## **Client Information:**

Bride Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Daytime Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Groom Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Daytime Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Other Responsible Party: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **Facility/Location Information:**

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_  Reception  Ceremony

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Web Site: \_\_\_\_\_ Email Address: \_\_\_\_\_

Driving Directions:

**SERVICES & COMPENSATION:**

**Client/Agent shall pay for the desired services as follows:**

- RECEPTION ENTERTAINMENT - WEEKEND: (FRI-SUN)** \$ \_\_\_\_\_
- RECEPTION ENTERTAINMENT – WEEKDAY (MON-THUR:** \$ \_\_\_\_\_
- WEDDING CEREMONY SAME LOCATION:** \$ \_\_\_\_\_
- WEDDING CEREMONY DIFFERENT LOCATION:** \$ \_\_\_\_\_
- VIDEO SLIDE SHOW (Includes Projector & Screen)** \$ \_\_\_\_\_

Additional Services (Remote Speakers, 2<sup>nd</sup> Sound System, Assistant, etc.) + \$ \_\_\_\_\_

Ultra-Grand Entrance Introductions (Personal Details/Custom Music, Drops) +\$150.00

Video Projector w/Screen W/WO Audio Connection (Up to 2 Hours Use) +\$175.00

Unique First Dance (Special Audio Mix with voiceovers) +\$150.00

Ceremony Music & Audio (Different Location Surcharge) + \$ \_\_\_\_\_

Ceremony Special Voice Over Mix +\$150.00

Wedding Minister/Officiate (Same Location, Includes Assistant) +\$300.00

Dancing on a Cloud – Special Effects Low Lying Cloud First Dance +\$150.00

Monogram Projection System (With Custom Monogram ) +\$200.00

RGB Laser Starfield on Ceiling (Dancing Under the Stars) +\$95.00

Elegant Uplighting Effects (Room Wash, Accent Lighting, Pin Spots) + \$ \_\_\_\_\_

Dance Floor Lighting Package (LED Lighting System T-Bar W/2 Scanners) +\$150.00

Additional Charge for \_\_\_\_\_ = \$ \_\_\_\_\_

Total Agreement Price\* = \$ \_\_\_\_\_

Initial Payment (**Date Reservation Fee**) Required = \$ \_\_\_\_\_

0% Interest Financing program: \_\_\_\_\_ Payments in the amount of \$ \_\_\_\_\_ due  Monthly  Quarterly beginning \_\_\_\_\_ and due on the first day of each payment month.

**(See section B & C Below) Payment in full due on or before:** \_\_\_\_\_

Charge Initial & Final Payment to: \_\_\_\_\_ Other Amount: \$ \_\_\_\_\_ for \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Authorized Signature

Credit Card Payments will be assessed a 4% Convenience Fee

\*Any services requested on wedding or rehearsal day, not previously contracted for, by client and provided by Concierge Weddings will be billed at the then current prevailing price of that service and shall be due in full within 15 days of wedding date. Any delinquent unpaid balances will accrue a 15% per month late fee as liquidated damages.

## TERMS & CONDITIONS OF EMPLOYMENT

The above named Client(s) (Bride, Groom & Responsible Party, Jointly and Severally) of An Unforgettable Event, Inc. (AUE, Inc.) Hereby agree to employ Concierge Weddings featuring "DJ Alan Dodson" (THE HOST) to provide entertainment and coordinated sound and/or lighting activities in accordance with instructions as to time and place and for the price set forth above, and all signers are both jointly and severally responsible for the total contract. In consideration of the mutual covenants herein contained, and other good and valuable consideration, the Company and the Client(s) hereto agree as follows:

**A.** Concierge Weddings for AUE, Inc. 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 clients 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 Concierge Weddings to deal with the venue and/or coordinator to ensure proper venue room setup and agrees that their opinion and decisions are very important to the event success and shall be honored by the client, venue staff and other vendors the same as if directed by the client.** Concierge Weddings 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 Concierge Weddings and Client. *Should the Venue, 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, Concierge Weddings is indemnified and released from all implied or specific guarantees.*

**B.** In consideration for these services, Client shall pay to AUE, Inc., via Concierge Weddings the "Initial Payment" (The Date Reservation Fee) with the return of this Agreement, and the balance in full no later than 45 calendar days prior to the Event; make all checks payable to "Concierge Weddings" or AUE, Inc.

**C. Concierge Weddings for AUE, Inc. or its employees or agents, shall collect all payments a minimum of 45 business days prior to performance of the entertainment services; Any overtime required will be PAID IN FULL (or arrangements made) as described prior to the start of the additional performance time. Typical wedding & reception is from 6 to 10 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.** If the final payment is late or the bank rejects any payment issued; cash/money order/ cashier's check must be used to make payments or Concierge Weddings will consider this contract null and void, leaving payment in full due by clients signed herein this contract as liquidated damages. 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 CONCIERGE WEDDINGS from banking institutions. All prices quoted are for cash/check only, credit card payments may be accepted with the 3% cash discount re-applied as a convenience fee.**

**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 Concierge Weddings to execute the terms of this Agreement.<sup>2</sup> **This includes adequate time for DJ & staff to set up equipment (up to 3 hours prior to guests arriving) and tear down time (Up to 1 1/2 hours after event ends). (See locations with stages below<sup>3</sup>) and a NO COST parking space near the load in/out area (not to exceed 150 ft away)**<sup>4</sup> This agreement assumes, and client warrants, those performance facilities are in compliance with ASCAP/BMI/SESAC and any other Federal, State and Local Laws and client has obtained legal rights to any music provided to Concierge Weddings. Connection of Client, guest, vendor, or facility provided internal or external input or output devices into or out of Concierge Weddings' equipment is strictly prohibited, unless agreed to in writing a minimum of 7 days prior to event. **We reserve the right NOT connect to, or use in any manner, venue provided sound systems. It is the responsibility of the client to convey these requirements to the venue!**

**E.** Liability of Concierge Weddings (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 Concierge Weddings for AUE, Inc. and the limited nature of available performance days this agreement may not be rescheduled without a 25% rescheduling fee. Because work begins immediately upon contract execution, Initial Payments and all partial payments made prior to the final payment are considered payment for work product & Date Reservation Fee and are non-refundable and shall be considered liquidated damages.

**G.** Announcements & Toasts; the grand entrance, dinner, cake cutting, toasts, and any other Professional Master of Ceremonies duties may be 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 to reserve date. **Date will not be guaranteed as reserved until funds are actually received and contract is completed and delivered to Concierge Weddings.**

**I.** If the event is cancelled on or after the 120th day prior to the scheduled day of the event, payment in full is still due as liquidated damages! Cancellation notice must be received, in writing, by Certified U.S. Mail. (No e-mails or phone calls). In the event of cancellations or date changes, CONCIERGE WEDDINGS 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 will be due. The final payment is due within seven business days of cancellation or forty five (45) business days prior to scheduled event day (whichever comes first). If you hire CONCIERGE WEDDINGS less than 60 days prior to your event, payment in full must accompany this agreement. Short reservation time may require additional preparation work and may entail additional fees.

**J.** Concierge Weddings & An Unforgettable Event, Inc. cannot be responsible for unseen "Acts of God"<sup>1</sup> but will do our best to fulfill the obligations of this agreement. In the case of illness, substantial conflict or other tragic occurrence, and DJ Alan Dodson is unable to personally perform for you, Concierge Weddings will do their best to accommodate you with another Quality Professional DJ. This company or individual will be compensated by Concierge Weddings from payment as detailed in this agreement. In the case that the substitute DJ price is higher for the time allotted in this agreement, CONCIERGE WEDDINGS will pay the difference to the DJ. (Overtime will be paid by the client directly to the DJ.) **In the case that Concierge Weddings cannot provide a replacement DJ under this paragraph, their sole responsibility to the client is a full refund of amounts paid to date.**

**K. Food and Drink:** Be prepared to provide our DJ & each staff member with a guest meal & non-alcoholic beverages. Please notify CONCIERGE WEDDINGS/AUE, Inc. prior to the week of the event if meals are not available, this will give us time to plan ahead; Vendor's meals are sometimes available without the additional cost incurred by you. (Check with your Venue) The providing of bottled water and/or other non-alcoholic beverages during the event is appreciated.

**L.** You the signer(s) of this agreement have complete responsibility for adhering to this contract and are the sole contact(s) with CONCIERGE WEDDINGS, AUE, Inc. CONCIERGE WEDDINGS will only work with the Bride & Groom personally on all matters concerned with their wedding unless otherwise notified by the signees, 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 our services please let us know as soon as possible (loudness/music selection/timing) so that adjustments can be made. 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 CONCIERGE WEDDINGS (children/ drunken/unruly guests). If we should have a problem with any 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 CONCIERGE WEDDINGS with no further liability to you.

**M.** If the event seems to be lacking in numbers of people/guests attending and/or 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. Once the client departs the event and has been gone over 30 minutes, the event will be brought to an end, unless otherwise agreed by Host and Client and notated in this agreement.

**N.** Failure of the Client to abide by the terms and conditions set forth in this Agreement, including completion of all additional documents required for event preparation and delivering same to Concierge Weddings at least 14 business days prior to event, (including, but not limited to, Reception Planner, Love Story, Music Selections, Ceremony Planner, etc.), shall result in Concierge Weddings (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 CONCIERGE WEDDINGS and location/site prior to the start of the event. Any Entertainment provided by CONCIERGE WEDDINGS after contracted time will have an additional charge added to the fee already paid. ***Additional time is \$100.00 per half hour or fraction thereof and must be paid (or credit card provided) before continuing.***

**P. 200% Satisfaction - Money Back Guarantee:** (Contracts in excess of \$1500 ONLY) If something should go wrong, unresolved equipment failure, poor performance level, or other items that Concierge Weddings (The Host) has a control over, we 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 those services which are 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. Concierge Weddings 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 following 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 in this contract. This applies only to contracts where DJ Alan Dodson is the guaranteed host.

Initial: \_\_\_\_\_

**Q. Photographic Release:** I grant to An Unforgettable Event, Inc. & Concierge Weddings, its officers, 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 Concierge Weddings & DJ Alan Dodson to use and publish the same in print and/or electronically without restriction or compensation for promotional purposes.

Initial: \_\_\_\_\_

I understand DJ Alan Dodson or other DJ performance is for the personal enjoyment of Client and Guests. 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.

Initial: \_\_\_\_\_

**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 Concierge Weddings for AUE, Inc. 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 except as specified in paragraph J above.

**S. New mailing address after the wedding.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we provide your name, telephone number and/or email address as a reference? Initial: \_\_\_\_\_

Will you allow us to record a short video interview at the end of your reception? Initial: \_\_\_\_\_

*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, Concierge Weddings appreciates referrals to other clients and a letter of reference from you after the event. Thank you for your trust!*

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 CONCIERGE WEDDINGS AND THE CLIENT(S) AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS.

DJ Alan Dodson will be the Guaranteed MC/DJ/Host for your event, except in the case of emergency as detailed above.

Other DJ/MC/Host (May Be Assigned): \_\_\_\_\_

**Satisfaction Guaranteed or your money back!** Up to 200% of the amount paid on this agreement. (Per Paragraph P Above) Applies to Contracts in excess of \$1500.00 ONLY where DJ Alan Dodson is the guaranteed performer. Client must be in FULL compliance with all provisions of this agreement.

**Notes:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Client Signature (Bride)

\_\_\_\_\_  
Client Signature (Groom)

\_\_\_\_\_  
Client Signature (Other Responsible Party)

\_\_\_\_\_  
Client Signature (Other Responsible Party)

**MAKE ALL CHECKS PAYABLE TO: CONCIERGE WEDDINGS or AUE, Inc.**

\_\_\_\_\_  
Date Accepted: \_\_\_\_\_

Authorizing Officer of  
An Unforgettable Event, Inc. dba Concierge Weddings  
115 Belmont Drive, Unit B-5, Bristol, TN 37620  
Florida: 321.872.8386 Tennessee:423.383.7577  
**alan@topdiscjockey.com** www.ConciergeWeddings.net

**Electronic Signature Acknowledgement:** *It is understood that this document may be executed in counterparts, transmitted by electronic means, Email, Fax or otherwise and may not contain a physical signature by client. Client understands that the terms and conditions of this contract are fully binding the client by submission of payment to DJ Concierge Weddings and/or An Unforgettable Event, Inc. by PayPal, Credit Card, check or money order or other form of payment acceptable to Concierge Weddings and/or An Unforgettable Event, Inc. and when countersigned by AUE, Inc. is binding on AUE, Inc. and client. Client's and responsible parties are jointly and severally responsible for compliance with contract.*

<sup>1</sup> **Acts of God:** Rain, snow, floods, wind, tornadoes, earthquakes, or other unforeseen acts of nature, also includes Unforeseen health problems, accidents, injuries or deaths. <sup>2</sup> **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 Concierge Weddings and/or performance staff.** <sup>3</sup> **Elevated Locations:** 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 Concierge Weddings for same at cost minimum of \$150.00. **Space for DJ set up:** We require for set up, a minimum space of 6 feet deep by 12 to 15 feet wide. If in a corner location, measure 10 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 but must be directly adjacent to the dance floor without tables between DJ and dance floor.** 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 and include a stage or riser to protect from water. The size of overhead shelter or tent will be no less than 20'W x 15'D x 10'H in size and properly secured on level ground with protection from wind/rain/snow or other hazards. Unsafe locations are unacceptable!

**Power Requirements/Protective Cover:** CONCIERGE WEDDINGS requires for set up a minimum of 2-two plug grounded outlets on at least **two separate** 15-20 amp 115 Volt circuits and additionally with GFCI Protection for outdoor locations. Outdoor venues must provide a tent to cover the equipment setup area as detailed above 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 Concierge Weddings. If there is a problem with accessibility or space for set up, or insufficient electrical supply, this could result in an extra charge for extra time/help in set up & tear down or in the impedance of a good performance as well as the termination of this contract by CONCIERGE WEDDINGS with no further liability to the client or other parties. It is the sole responsibility of the client to insure that proper power is available.

**Parking/Access:** Client is responsible for arranging adequate parking for our vehicle(s) which may include 1 or 2 passenger cars, light trucks, vans and/or SUVs and trailers. The parking is to be at no cost to Concierge Weddings and must be near load in area and in a safe and secure, well lighted location.

Note: Our Music is obtained via legal sources, including Promo Only, Tricerasoft and other commercial music distribution services. We are a licensed and insured business for your protection.