

# Party Time Productions

## Wedding Entertainment Service Agreement

Please complete this form as much as possible and return it to Jeff Richards. Jeff will sign this agreement, make a copy for PTP then send you back the original signed copy for your records. PLEASE PRINT CLEARLY. Thank You!

### Client Information:

**Brides Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_  
**Work/Day Phone:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

**Grooms Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_  
**Work/Day Phone:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

### Wedding Event Information:

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

**Reception Location:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Web Site:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

**Time of Entertainment Services Required:**

**Wedding Ceremony Information**

**DJ Set Up (See Jeff)** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M  
(If applicable)

**Wedding Ceremony** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M

**Reception Information**

**DJ Set Up (See Jeff)** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M

**Guests Arrival** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M

**Background Music** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M  
(If applicable)

**Bride & Groom Arrival** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M

**Grand Entrance** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M  
(If applicable)

**Meal Served** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M  
(If applicable)

**Toasts** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M  
(If applicable)

**Slide Show** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M  
(If applicable)

**Games** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M  
(If applicable)

**Dance Music** Start: \_\_\_\_:\_\_\_\_ \_\_M End: \_\_\_\_:\_\_\_\_ \_\_M

**COMPENSATION INFORMATION:**

Client shall pay for the above stated service(s) as follows:

**Party Time Productions Wedding Packages:** "X" Desired Package

"Band of Gold" (No light show) \_\_\_\_\_ = \$ \_\_\_\_\_  
"Diamond Ring" \_\_\_\_\_ = \$ \_\_\_\_\_  
"Platinum Promise" \_\_\_\_\_ = \$ \_\_\_\_\_  
"A Wedding To Remember" \_\_\_\_\_ = \$ \_\_\_\_\_

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**Additional Dance Music: Before Midnight**  
Client Billing: \_\_\_\_\_ Hours X \$200.00 per Hour = \$ \_\_\_\_\_

**Additional Dance Music: After Midnight**  
Client Billing: \_\_\_\_\_ Hours X \$250.00 per Hour = \$ \_\_\_\_\_

**Additional Background/Cocktail/Dinner:**  
Client Billing: \_\_\_\_\_ Hours X \$100.00 per Hour = \$ \_\_\_\_\_

**Emcee/Host (No Music)**  
Client Billing: \_\_\_\_\_ Hours X \$75.00 per Hour = \$ \_\_\_\_\_

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**Subtotal:** = \$ \_\_\_\_\_

Mileage Fee \$ \_\_\_\_\_  
Hotel Stay Fee \$ \_\_\_\_\_ **Fees:** = \$ \_\_\_\_\_

**Total Contract Price:** = \$ \_\_\_\_\_

Check # \_\_\_\_\_ \$ \_\_\_\_\_ **Deposit Required:** = **\$250.00**

(See Section "C" in Agreement) **Remaining Due:** = \$ \_\_\_\_\_  
Check # \_\_\_\_\_ **Remaining Due:** = \$ \_\_\_\_\_  
Check # \_\_\_\_\_ **Remaining Due:** = \$ \_\_\_\_\_  
Check # \_\_\_\_\_ **Remaining Due:** = \$ \_\_\_\_\_

## **TERMS & CONDITIONS OF EMPLOYMENT**

The above named Client of Party Time Productions hereby agrees to employ Party Time Productions to provide entertainment and coordinated sound activities in accordance with instructions as to time and place and for the price set forth above, and each party is to be bound by the terms as follows:

**A.** Party Time Productions 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 and master of ceremonies activities.

**B.** In consideration for these services, Client shall pay to Party Time Productions, the "Deposit" with the return of this Agreement, and the balance 7 business days prior to the Event; make all checks payable to Party Time Productions.

**C.** Party Time Productions, its employees or agents, shall collect all payments 7 business days prior to performance of the entertainment services; Any extra time required beyond the times listed in this contract will be billed as stated above and PAID IN FULL as described prior to the start of the additional music. The music will stop at time scheduled herein, unless paid in full before going into extra performance time. Extra time must also be approved by the location before beginning. Additional time will be rounded up to nearest 1/2 hour and billed as such. Final payment is due 7 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 PTP 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 \$35.00 fee will also be assessed for returned checks for non payment and/or fees occurred to PTP from Banking institutions.

**D.** The Client shall secure the use of any site or facilities required to carry out the terms of this agreement prior to the time of the engagement, and shall secure any stamps, licenses, authorizations or permits that are necessary and proper for Party Time Productions to execute the terms of this Agreement; This includes adequate time for DJ to set up equipment (up to 4 hours prior to guests arriving) and tear down time (1 1/2 hours). (see locations with stages below)

**E.** Liability of Party Time Productions shall not exceed the total value of this Agreement;

**F.** Deposit is non-refundable after three (3) days from contract signing.

**G.** Announcements & Toasts; the grand marche, dinner, cake cutting, toasts, and any other Master of ceremonies duties come during the time listed as "background/dinner music". If you decide not to have background/dinner music these duties and equipment will not be available to you, and the DJ does not start working until it is "dance music" time. For an additional charge the master of ceremonies duties services can be provided for your event without the background/dinner music service.

**H.** Dates are reserved on a first come, first served basis. To reserve a date you must complete service agreement and return along with the deposit check. Date will not be reserved until deposit check has cleared with the bank and contract is completed.

**I.** If the event is cancelled less than 90 days prior to the scheduled day of the event, payment in full is still due, cancellation must be received, in writing, (No e-mails or phone calls) by the 90th day prior to the event. In the event of cancellations, PTP 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 PTP less than 90 days prior to your event and then cancel, payment in full is still due as stated in this agreement.

**J.** Party Time Productions 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 or other tragic occurrence, and Jeff Richards is unable to perform for you, Party Time Productions will do its best to accommodate you with another Quality Professional DJ. This company will receive all funds received by PTP and full payment as stated in this agreement. In the case that the substitute DJ price is higher for the time allotted in this agreement, PTP will pay the difference to the DJ. (extra time other than stated in this agreement will be paid by the client)

**K.** Food and Drink: If you would like to provide us with a meal please discuss this with PTP prior to the day of the event, this will give us time to plan ahead, Vendor's meals are often available for us without the additional cost incurred by you. Our staff never consumes alcoholic beverages, however providing ice water or DIET soft drinks are greatly appreciated.

**L.** You the signer of this agreement are in complete responsibility for adhering to this contract and are the sole contracted with PTP. PTP will only work with you personally on all matters concerned with your event unless otherwise notified by the signee of another person to correspond with (parent/event planner/location personnel). If for any reason there should arise a problem with PTP 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 with interacting with PTP (children/ drunken patrons/unruly guests). If I should have a problem with a guest or location personnel, it will be your responsibility to resolve these problems. Failure to resolve situations or problems could result in a shut down by PTP with payment IN FULL still due.

**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 Disc Jockey 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 whenever possible.

**N.** Failure of the Client to abide by the terms and conditions set forth in this Agreement shall result in Party Time Productions retaining the total amount of the contract and for 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 PTP and location site prior to signing this agreement. Any Entertainment provided by PTP after midnight will have an additional charge added to the standard “additional time” at \$50.00 per hour extra. (Example: Before Midnight \$150.00 per hour – after Midnight \$200.00 per hour)

**P.** PTP Money Back Guarantee: If something should go wrong, equipment failure, performance level, or other items that Jeff Richards has a control over, he will offer a portion of the cost back to you the client in accordance to the situation. A written letter must be received within seven business days of the event explaining in detail any situation you believe would call for a cash 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.

Additional/Special Instructions for Party Time Productions (including special types of music, specific play lists or special equipment required):

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**Change of address after the event.**

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Your business is very important to us. We will try to provide the best entertainment for your event at a Low Cost to you. If you appreciate our work, please feel free to show your gratitude to your DJ. The best tip for Party Time Productions is your referral to another client. Thank you!

A COPY OF THIS AGREEMENT WILL BE PROVIDED TO THE CLIENT AND THE CLIENT UNDERSTANDS THE TERMS AND CONDITIONS SET FORTH ABOVE. BOTH PARTY TIME PRODUCTIONS AND THE CLIENT AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS.

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

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Client Signature

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Client Signature

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

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Jeff Richards Signature

Jeff Richards  
Owner: Party Time Productions  
18308 Kerrville Trail  
Lakeville, Minnesota  
55044

952-898-4939  
763-754-1842  
info@partytimeproductions .biz  
[www.partytimeproductions.biz](http://www.partytimeproductions.biz)

<sup>1</sup> Acts of God: Rain, snow, floods, wind, tornadoes, earthquakes, or other unforeseen acts of nature. Unforeseen health problems, accidents, injuries or deaths.

**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 provided for multi level buildings. Space for DJ set up: I require for set up unit, a space of 6 feet deep by 15 feet long. If in a corner location, 8 feet out from corner of room and 15 feet across at a diagonal to corner. These sizes are approximate and can be worked with to a slight degree. Electricity: PTP requires for set up unit, 3-two plug outlets on at least two separate circuits.

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 person/persons hiring PTP and thus you will still be liable for payment in full.

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## **CONGRATULATIONS TO YOU!!!!**

Thank you for choosing Party Time Productions 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 perfect. Please feel free to e-mail or call with anything that I might be able to help you with. [Here is what to expect from me.](#)

### **1<sup>st</sup> Consultation:**

For many of you this will be the first time with the need to hire a DJ/Entertainer for an event. If you have never done this before it can be an intimidating ordeal. Your first meeting with Jeff is spent answering many of the important questions regarding the preparation and execution of your event. Jeff will listen to your dreams and ambitions for your special day. With his years of experience, Jeff will then present new, 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 30 days prior to reception.**

Depending on your personal preferences 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 Jeff will do to take 20 to 40 hours to complete. If you choose to have the "Love Story" or the "First Dance Pledge" these will call for you to meet with Jeff to fill out a questionnaire or pre-record special messages in Jeff's office.

There will also be a DJ Wedding Planner to complete that will help plan, format and execute the entire reception. Please bring these documents with you at the second meeting. The DJ Wedding planner needs to be returned to Jeff a minimum of 30 days prior to the reception. "The Love Story" questionnaire needs to be completed 30 days prior to the reception. The "First Dance Pledge" should be recorded a minimum of 20 days prior to the reception.

### **Final Planning Meeting: The week of the reception.**

Jeff understands as your DJ/Entertainer he is largely responsible for the success of your event and doesn't take this responsibility lightly. The last meeting normally will take place the week of your event. Jeff will meet with you, the person responsible for the event location and any other important personal from your wedding party. (Brides Maids, Groomsmen and Parents) He likes to meet in 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 PTP and all persons necessary to conduct this final meeting and schedule approximately one hour for said meeting.

### **The Day of your Event**

Jeff will arrive before any of your guests do to make sure he is set up, prepared and ready to go. He 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 every detail Jeff attends to many will go unnoticed making sure you can relax, stress free and enjoy your magical evening. You and your guests will notice that Jeff's approach is designed to engage all ages, class, style and sophistication, a mark of a true professional Entertainer.

## Summary

Jeff knows the importance of your wedding reception to you and everyone in attendance. His goal is to provide you with the best Professional DJ/Entertainer and make the memories of your night last a lifetime. Jeff is a seasoned, multitalented performer who always goes the extra mile to achieve the highest level of excellence possible. He is a true professional. Honest, skilled, and always prepared. Jeff delivers his best performance every time. Your event will be Fun, Unique, Memorable, Professional and Perfect. Jeff is so proud of his abilities that he offers a \* "MONEY BACK GUARANTEE" \* (See "P" in Terms and Conditions)

Together we can plan *The Wedding Reception of your Dreams!*

Thank you! Jeff Richards: Owner/Operator of Party Time Productions.