



CONTRACT FOR DJ SERVICES

Organization Requesting Services: _____

Department ID: _____

Authorizing Person: _____

Authorizing Person's Phone Number: _____

Location: _____

Set-up Time: _____ **Event Begins:** _____

Event Ends: _____

Purpose for DJ Services: (Select one)

Background Music

Dance

Announcements

Type(s) of music: _____

I, the undersigned, understand that I will pay \$200.00 for each 4-hour service. This is the minimum cost even if the 4 hours are not fulfilled for the event. Time includes an estimated 1 hour for set up and break down of equipment. I also understand that this payment must be made prior to the event. Cancellations must be made at least 24 hours in advance to receive a full refund. In addition, \$100 will be added for each hour over the initial 4 hours.

Signature: _____

Date: _____