

DJ Booking - Terms and conditions

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This booking is negotiated by Unity Wedding DJs ('The company') and you ('The Client')

**1. - Booking details**

1.1 - The Client shall ensure that all details given of the venue are correct and if The company inspects the venue & finds any differences The company will report to the client to resolve this matter.

1.2 - There will be adequate set up time available usually 90 minutes before the start time of the event and 60 minutes after the event to break the set down. The Client should indicate what access is available, stairs, lifts, Car parking etc.

1.3 - The Client and The company both confirm that there is no third party interest on the booking and no previous bookings of these dates for this event.

1.4 - A booking form document alone does not guarantee our attendance at your event. Any non-payment of the deposit (within 28 days of confirmation being issued) will allow us to change our work schedule without prior notice.

1.5 - The payment of a deposit for your event or function is a 100% binding guarantee of contract.

**2. - Payments**

2.1 - Cheque - If you would like to pay by cheque, please make it payable to "Adam Roast" and write your surname and the date of your event on the back.

2.2 - Bank Transfer - If you use Internet Banking you can make a payment straight into the company's bank account via BACS. If paying by this method please ensure you include your surname and the date of your event as a reference. Please ask the company for it's bank details.

2.3 - Non-payment of any fees owed within 30 days after the date of the event may result in legal action.

2.4 – Deposit – All bookings are required to pay a non-refundable booking deposit of £100 to confirm a booking.

2.5 - The remaining balance is due no later than 7 days before the event itself by BACS or cheque. The company will check payment has been received prior to setting up for the event – should no payment have been received then the company reserve the right to cancel the booking with no return of deposit.

2.6 – Should full payment not be received 7 days prior to the event, the company reserve the right to delay the start of your event until full payment is received. Payment will not be accepted after the event.

### **3. – Cancellations**

3.1 – The company will be holding your date exclusively for you and will turn away all other work. The potential loss of work in the event of a cancellation is real and tangible therefore the company will charge a cancellation fee. Cancellations must be made in writing or by e-mail. No telephone cancellations can be accepted.

3.2 - If The Client cancels within 30 days prior to the event the cancellation fee is 100% of the balance outstanding, but any cancellation before 30 days prior will result in the loss of the pre-paid deposit.

3.3 - Should the event be cancelled for reasons entirely beyond The Clients control then the deposit may be returned in full or a new date set if required.

3.4 – If, for whatever reason, The company is unable to attend your function, a suitable replacement will be sourced, With the company covering any additional costs.

### **4. – Conduct**

4.1 - It is the client's responsibility to ensure that all guests conduct themselves in a proper manner at all times. The Client must be responsible for all guests and their actions.

4.2 - The Client will provide adequate supervision of its guests, including children, at the venue, and will be liable for any loss of or damage to the company's equipment or The company's personnel belongings, caused by guests attending the function.

4.3 - No violent, aggressive or abusive behaviour from anyone under any circumstances will be tolerated, and The company reserves the right to terminate the disco at any time if any personal safety is under threat. The company does not take responsibility for ejecting any unwanted persons from any venue. The Client will be advised of any problems arising in this respect with any guests.

4.4 - In the event of a minors function there must be the legal ratio of responsible persons to minors. The company should not be included in these supervisory numbers

4.5 - The company will act in a fully responsible attitude at all times during its attendance at the venue. The company will set up and run as requested by The client unless the legal requirement is different which will be pointed out and stated.

4.6 – The company will be responsible for producing certificates of Public Liability Insurance (PLI) and Portable Appliance Testing (P.A.T) as required.

#### **5. - Security**

5.1 - The Client will be responsible for the safety and security of any theft of items of Unity Wedding DJs

5.2 - The company is not liable for any damage to the venue; any potential hazard must be pointed out by the client or the venue staff at the time of set-up.

5.3 - The Client is also responsible for any damage to The company's equipment caused by any person at the event. The Client will be charged for the full cost of any repairs required. The Client will be advised of any damage as soon as it is caused.

#### **6. - Health and Safety**

6.1 - The company will adhere to all rules and regulations of the HSE EAW Act 1989, to which The client must also adhere to the above. Subject to failure to conform to the above act The company cannot take any further part of the event and the full amount of the event has to be paid.

6.2 - In the event of fire, flooding, public disturbance, terrorist activity or any other threat to the public, The company will not be responsible to help in any way or evacuate any venue or building where he is present and / or working within, unless the fire regulations for the venue specify otherwise. This would usually incur a vocal announcement.

## 7. - The Venue

7.1 - The Client will allow suitable time for the installation and dismantling, and removal of equipment (minimum of one hour) The Client also ensures that safe and adequate power is available. The company will ensure that any equipment that requires connection to a power source is electrically safe and conforms to the HSE EAW Act 1989, and any amendments thereafter.

7.2 - The Client must ensure that the entire venue has all relevant licenses', and conforms to all the local bye-laws as The company cannot perform in a venue that has not got all required licenses'.

7.3 - The Client must ensure that there is adequate parking for The company on the night for loading and unloading in a safe and secure manner. Should there be items stolen and no parking provided during this procedure it is the responsibility of The client.

7.4 - If the performance start time is delayed due to the inability of The company to gain access to the performance area, or any other delay beyond The company's reasonable control, The company will not be liable for any refund whatsoever. This includes a delay following the late running of any wedding breakfast / meal.

7.5 - If you are booking other entertainment (e.g. Singer, comedian, band etc) as well as hiring ourselves, please consider & think about the amount of space available and where you are going to put the disco. Speaker location is usually best if it is no greater than 10 metres either side from the position of the presenter.

7.6 – The company also reserves the right to refuse to continue any event prior to the start should there not be sufficient floor space which would not allow the audio / lighting equipment to be assembled safely.

7.7 - The company reserves the right to substitute alternative entertainment should uncontrollable circumstances dictate the need to do so. The company will be responsible for producing certificates of Public Liability Insurance and P.A.T. Testing carried out on our equipment. We will not be responsible for any damage or loss to private or public property caused by invited guests or members of the public.

7.8 – The company does not guarantee the type of equipment provided at an event unless previously stated in any correspondence. Lighting and effects will depend on a number of factors and particular items cannot be confirmed.

**8. – Refreshments**

8.1 - As your DJ works very unsociable hours we ask if non alcoholic drinks could be supplied.

8.2 -. All bookings should be taken on the understanding that the venue is in possession of the necessary entertainment & liquor licenses. The DJ is not responsible if the venue is found to be in breach of the terms of their license.

8.3 - For bookings where your DJ is at the venue for longer than 5 hours, we gratefully request that you provide a meal for them. This does not need to be your full sit down Wedding Breakfast meal but something which they can eat away from your guests!

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