



Visual Sound Productions

Disc Jockey/Emcee ~ Music ~ Sound ~ Lighting ~ Video

Billing Information

Event Information

Name	Venue	Prepared By
Address	Room	Type of Event
City/ST/Zip	Address	Event Date
Phone	City/ST/Zip	Event Times
Mobile	Phone	Guest
Fax	Contact	Guest Arrival
Email		Est. Set Up Time

Services Requesting

\$
\$
\$
\$
\$
\$
\$
\$

Notes

Total \$

Deposit Due \$

Balance Due \$

(gratuity not included)

Please make all Checks/Money Orders payable to: **Visual Sound Productions**

Please sign, date, and return one copy of this agreement along with the proper payment.

I have verified all the information above is accurate and correct and I understand and agree to the terms and conditions of this agreement:

Print Name/Date

Client Signature/ Date

Contract Page 1 of 2

Terms of Service:

This agreement is a legal binding contact between Visual Sound Productions and the client listed above

This agreement can not be modified orally or in writing. By signing this agreement you are acknowledging that the information is correct and you agree to the terms and conditions.

Visual Sound Productions must receive a non-refundable deposit and signed agreement in order to reserve services for the above time and date of event. The Client agrees before services will begin, the balance shall be paid in full and received by Visual Sound Productions prior to date of event.

Acceptable forms of payment are Cash, Cashiers Check, Money order and Business Check. Personal Checks are not accepted for the balance due unless paid before 14 business days prior to event. Bad or returned checks will result in a fee of \$25 as well as the balance of the returned check and is to be paid in cash by the client no more than 10 days of notification of bad check

The client must notify Visual Sound Productions in writing if the contracted services are canceled. The client also agrees to pay the full balance due on or before the date of contracted event. Event(s) and/or Service(s) may be rescheduled and/or changed but is subject to availability and must be made in writing. A new agreement must be signed, received and confirmed by Visual Sound Productions before the change can take effect.

In the case of overtime the client agrees to pay overtime rate and any outstanding balance prior to Visual Sound Productions continuing performance and/or service(s) past contracted time of event but is subject to availability.

The client is asked to provide parking spaces closet to the doorway/entrance used to move equipment in and out of facility. Facilities that do not have a flat surfaces or elevators to roll equipment (ie steps, rocks, curbs, etc) may result in an additional delivery/pickup fee. If there is a fee for parking the client will reimburse Visual Sound Productions and/or staff prior to the end of contracted time of event

The client agrees to ensure the facility will be available for Visual Sound Productions and staff to set up equipment at least one hour prior to when the guests are expected to arrive (which shall be the contracted event start time) and at least one hour after the end of the event to allow sufficient time for packing up equipment. Set up and teardown times may vary and more time may be needed for larger setups.

If electricity is needed, at least two separate 20-amp circuits within 50'ft of set up area will be needed....Electrical Requirements may vary on equipment. Visual Sound Productions will not responsible for lack of electrical available or electrical failure. Services may be suspended to prevent damage to equipment and for the safety of the guests.

The client agrees to provide adequate protection from the outside elements (sun, rain, sand.. etc) with appropriate shade and covering for Visual Sound Productions staff and equipment. If equipment and staff is not furnished with adequate protection additional fees may be added.

The client agrees to maintain adequate security in the service and access areas to protect the property and equipment of Visual Sound Productions from theft, vandalism or other damage. In the event of circumstances deemed by Visual Sound Productions to present a threat or implied threat of injury to Visual Sound Productions, staff or any equipment (sound, lighting, compact discs, microphones, etc.) in Visual Sound Productions' possession, Visual Sound Productions reserves the right to cease performance until the situation is resolved. If problems persist, Visual Sound Productions may end performance and the Client shall be responsible for payment in full, regardless of whether the situation is resolved or whether Visual Sound Productions resumes performance. The Client also agrees to be fully responsible for the loss or damage to equipment used to provide the service(s) noted herein while said equipment is situated on property owned by or under the control of the Client and/or the Client's guests, except damage caused by Visual Sound Productions or staff. The Client agrees to assume complete liability for all claims of personal injury or property damage arising from the engagement noted herein and hold Visual Sound Productions harmless in all such cases, except when caused by Visual Sound Productions. The Client indemnifies Visual Sound Productions from all liability for loss, damage, claims, fines or judgments that may arise as a direct or indirect result of provision of service under this agreement, and/or from activities or events during the performance for any reason, the sole exception being substantive negligence on the part of Visual Sound Productions. The liability of Visual Sound Productions shall not exceed the amount of payments received by Visual Sound Productions.

The obligation of Visual Sound Productions, under this agreement may be void where act of God, order of public authority, vandalism or other condition beyond normal control, accident, illness, renders such an event unsafe, unlawful or impossible. Visual Sound Productions will not smoke on stage during their term of hire. Visual Sound Productions will undertake to perform their services in an artistic and competent manner to the best of their ability, shall conduct themselves with due regard to social convention, good morals and decency, shall not commit any act to bring them to public dispute and reflect adversely on the client

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