

# ELITE ENTERTAINMENTS

Dear Customer,

Thank you for choosing Elite Entertainments for your forthcoming event.

You will find our Booking Agreement attached, as well as a copy of our Terms & Conditions.

Please complete the Booking Agreement, read and sign the Terms & Conditions and return both documents, together with a £50 booking fee. Please do this as soon as possible and include any relevant information we may find useful, to make your event unforgettable.

We always acknowledge receipt of your booking agreement within 14 days without exception. If you have not received confirmation within this period you should contact us immediately.

We will contact you by return confirming your booking.

Many Thanks,

*Ian Hammond*

Elite Entertainments

# ELITE ENTERTAINMENTS

## Booking Agreement

YOUR NAME .....

YOUR ADDRESS .....

.....

.....

POST CODE .....

PHONE NUMBER ..... MOBILE ..... OTHER .....

E-MAIL ADDRESS .....

TYPE OF BOOKING (e.g. DISCO ONLY / KARAOKE ONLY / DISCO & KARAOKE)

.....

DATE OF EVENT .....

PERFORMANCE TIMES – FROM ..... TO ..... (LAST ORDERS: .....) )

EVENT TITLE (e.g. Dave's birthday, Roger & Marie's Wedding, Acme Ltd staff party)

.....

NUMBER OF GUESTS (Approx) .....

AGE RANGE OF GUESTS .....

VENUE DETAILS / LOCATION .....

.....

.....

.....

.....

VENUE PHONE NUMBER .....

ARE THERE ANY OTHER ACTS BOOKED FOR THE NIGHT? YES NO UNSURE

IS THERE EASY ACCESS TO THE STAGE AREA? YES NO UNSURE

IS THE EVENT BEING HELD ON THE GROUND FLOOR? YES NO UNSURE

DOES THE VENUE ALLOW THE USE OF SMOKE MACHINES? YES NO UNSURE

AGREED PRICE: £

ANY OTHER INFORMATION WHICH MAY BE USEFUL?

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Newcastle-under-Lyme, Staffordshire

Website: [www.elitedisco.co.uk](http://www.elitedisco.co.uk) – E-mail: [ian310567@yahoo.co.uk](mailto:ian310567@yahoo.co.uk)

Tel: 01782 629339 – Mobile: 07530 316647

# ELITE ENTERTAINMENTS

## MUSIC PREFERENCES (please tick)

50's  60's  70's  80's  90's  00's  Chart Pop  Chart Dance  Club/Trance  Disco/Soul  R&B   
Hip Hop  Rap  Rock  Punk  Ska  Reggae  Motown  Northern Soul  Funk/Jazz  Swing   
Other  (please specify) .....

## WEDDINGS – BRIDE & GROOMS FIRST DANCE

.....

## FAVOURITE ARTISTS

.....

.....

## ANY MUSICAL STYLES/ARTISTS THAT YOU DO NOT WANT TO BE PLAYED?

.....

## SPECIAL REQUESTS (If you wish to submit a detailed play list, please forward on a separate sheet 14 days before the event)

TITLE..... ARTIST .....

TITLE..... ARTIST .....

TITLE..... ARTIST .....

TITLE..... ARTIST .....

TITLE..... ARTIST .....

TITLE..... ARTIST .....

TITLE..... ARTIST .....

This Booking Agreement is a legally binding contract between us (Elite Entertainments) and you (The Client).

A booking fee of £50 is required to guarantee your event booking – please note that the booking fee is non-refundable. The balance is payable by cheque, 10 working days in advance, or by cash to the presenter prior to the commencement of the event. **(Cheques must be made payable to Ian Hammond)**

This agreement must be returned to us, together with a **signed copy** of our Terms & Conditions.

Please retain a copy of this agreement and our Terms and Conditions for your records.

Signed ..... Print ..... Date .....  
(Client / Hirer)

# ELITE ENTERTAINMENTS

## POLICY

We are able to perform mobile roadshows or venue based entertainment to the highest possible standards.

We offer good quality roadshows and top grade presentation for both general roadshow hire & corporate work.

If you have not yet selected a venue for your function to be held we may be able to assist you with finding the right venue for your event.

All shows will carry wide range of music covering all eras, styles and tastes. If you have specific music requirements, please contact us to discuss them.

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## TERMS & CONDITIONS

1. Any cancellations or notified changes must be made at least 28 days prior to the date of event. If you fail to cancel your booking before this date you will be charged the full fee.
2. Booking fees will not be refunded under any circumstances.
3. Paying a booking fee for your event or function is a 100% binding guarantee of contract.
4. Any non payment of a deposit could allow us to change our work schedule without prior notice.
5. The hirer is responsible for any damage to our equipment caused by any person at your event. You will be charged for the full cost of any repairs and expenses incurred during the repair period. You will be advised of any damage as soon as it is caused and notified of the repair cost as soon as possible (See section 8).
6. We do not tolerate violent, aggressive or abusive behaviour from anyone under any circumstances. We also reserve the right to terminate our services at any time if we feel our personal safety is under threat. We do not take responsibility for ejecting any unwanted persons from any venue. You will be advised of any problems that we may have in this respect with any of your guests.
7. In the event of fire, flooding, public disturbance, terrorist activity or any other threat to the public, we will not be responsible to help in any way or evacuate any venue or building where we are present and/or working within, unless the fire regulations for the venue specify otherwise. This would usually incur a vocal announcement.
8. Failed payment of any fees owed within 30 days after the date of the event will result in legal action.
9. We need a minimum of one hour to enter a venue and set up prior to the start time and also a similar time allowance at the end of the night to pack up. This time can be reduced if access is good and we are familiar with the venue.
10. If you are booking other entertainment (e.g. singer, comedian, band, etc.) as well as hiring ourselves, please consider 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.
11. We reserve the right to refuse to commence any event should there be insufficient floor space which would not allow the audio and lighting equipment to be assembled safely.
12. We reserve the right to substitute alternative entertainment should uncontrollable circumstances dictate the need to do so.
13. We will not be responsible for any damage or loss to private or public property caused by invited or uninvited guests.

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14. All roadshow equipment that is used is checked prior to arrival and has been fully tested for safety by a qualified electrical engineer. If we are linking our equipment within a fixed in-house audio system, we reserve the right to refuse to do so if the equipment is considered to be unsafe or liable to cause damage to any component linked to it. The hirer is liable if post inspections prove that damage has been caused by faulty equipment other than ours.
15. It is the responsibility of the hirer to make sure that there is an adequate provision of electrical power within ten metres of our set-up point. We require a minimum of 2 x 13amp outlets dedicated purely for our equipment (not in the form of an extension lead). Any damage caused to our equipment by an inadequate power supply or power interruption is the responsibility of the hirer. The hirer/client is fully responsible for any damage caused to the equipment caused by the use of noise limiters and the subsequent cut off and reintroduction of power without our consultation.
16. All bookings should be taken on the understanding that the venue is in possession of the necessary entertainment & liquor licenses. We are not responsible if the venue is found to be in breach of the terms of their license.
17. Our entertainment will finish at the time specified on the booking agreement. If the presenter agrees to continue past this time, a charge of £20 per half hour must be paid in cash, prior to the original finish time of the event.
18. We reserve the right to alter any or all of the above at any time. E&OE.

I have read and I fully understand the above terms & conditions. I agree to accept the terms & conditions. I am aged 18 years or over.

Signed ..... Print ..... Date .....  
(Client / Hirer)

If you are signing on behalf of an organisation please state:

Organisation ..... Position Held .....

If you are signing on behalf of a Limited Company please state: (Directors Only)

Company Name ..... Position Held .....

# ELITE ENTERTAINMENTS

## **Some questions we get asked on a regular basis.**

### **Q. Will you play song requests from our guests?**

A. Yes, but please understand that some songs will not be played if the presenter feels it is incorrect for the type of environment and the type of event – for example we wouldn't play "Rage Against The Machine" song at your Grandfathers 80th birthday. The DJ is the one who will know what songs will work & what time it would be most appropriate to play them. The DJ is governed by his dance floor. If the DJ feels other people won't like or wouldn't perhaps dance to the song you have chosen it will either be played at a more appropriate time or not at all. We have to use our judgement to be able play to a crowd as whole & not just individual guests.

### **Q. When do we pay?**

A. Payment is required in the form of cash to be handed to the DJ or a member of the event team at the Start of the show. Advance payments can be accepted in form of a cheque. Payment must be received on or before the day of the event. We do not work on a "buy now pay later" basis under any circumstances. Receipts & invoices can be supplied on request.

### **Q. I'd like you to go on a bit longer than we booked you for... what do we have to do?**

A. So long as the venue operators don't mind and will allow it, then this is usually not a problem. Please take into account bars & venues have liquor & entertainment licences with strict guidelines to work to. If there is no problem, then just let the presenter or one of the event team know towards the end of the event. Overtime will be charged at a fixed rate per half hour. This does not include additional cost of room hire for the venue operators. Please understand if the venue is found to be in breach of licensing laws then we are not held responsible for their actions.

### **Q. How long does it take to set-up and when do you need access to the building?**

A. Set-up takes about 1 hour, but this depends on the type of the event, the access to the building and other factors, such as if there is more than one act on at the event. So we ask for access at least 1 hour before the start of the event or before your guests arrive. Extra time is sometimes needed for equipment & safety checks.

Please understand if you have a band or another artist as well as ourselves they will usually pack up & leave before a disco does, so ideally we would like to be the first to set up as we are the last to leave.

### **Q. How much do you normally charge?**

A. This depends on several factors. The date & time, the venue location, the amount of equipment we need to use, how many guests are expected, if Karaoke is also required and transport costs.

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**Q. How many "watts" is your sound system?**

A. Sadly this is something the Hi-Fi world needs to get to grips with. People always seem to think bigger or more watts = louder, this is not the case. Watts just means the sound will carry more clarity over a greater distance which isn't particularly needed in an enclosed space. We make sure our system is of a high quality to start with. For a pub or hotel room the number of "watts" is usually unimportant once you run over 200 watts as the clarity will be there all the time if the equipment is set up right, if you are holding the event outdoors only then does it make any difference.

**Q. I've never arranged a party before... what would you suggest is best & what advice could you give me?**

A. If you haven't got far with your planning yet, here are some basics pointers:

If it is a small party, a village hall or community centre may be better option than a pub. You also have to remember children are not allowed in many pubs, so check when you book if kids are allowed, especially if you are planning to invite families. Most pubs with separate function rooms will allow children. Some pubs do offer free room hire but check on this as sometimes the catch is that they supply the buffet. If you are local to us, we can offer you a few suggestions.

For an evening event you need to plan it so that all the food and possibly speeches are out of the way by 10.30pm at the very latest. This will give you a balance of a quiet time to chat with old friends before and during the meal/buffet with plenty of time left to dance. If possible, also make sure that your venue has access for entertainment prior to the invited guests arriving. There is nothing more unprofessional than having the entertainment staff carrying in equipment while your guests are arriving.

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