



DJ • Sound Reinforcement • Rental and Audio Technical Services

**6130W US Highway 2 Suite B. Manistique, MI 49854
201-221-4251**

ENTERTAINMENT CONTRACT AGREEMENT

Contracting party: _____

Event date: _____

Contact person: _____

Location: _____

Home phone: _____

Work phone: _____

Address: _____

Start time: _____

City, State, Zip: _____

End time: _____

Package ordered: _____

Options: _____

Optional charges (if applicable): _____

Total cost of service: _____

Non-refundable retainer fee: \$200.00 (payment must accompany this contract to reserve your date)

Balance due: _____ (payment must be received two (2) weeks prior to your event)

Please make all payments to: Great Lakes Entertainment, Manistique

TO CONFIRM YOUR BOOKING
PLEASE SIGN AND RETURN THE ENTIRE DOCUMENT WITH RETAINER WITHIN TEN DAYS TO:

Great Lakes Entertainment
ATTN: Devin Lawrence
6130W US Highway 2 Suite B
Manistique, MI 49854

Contact Numbers

Manistique Office: 201-221-4251

Sawyer Office: 906-346-4984

Mobile: 920-495-4984

FOR OFFICE USE ONLY

Contract Rec'd Date: _____ Retainer Check#: _____ Payment Rec'd Date: _____ Check#: _____

Please make a copy of the ENTIRE document for your records.

CONTRACTING AGREEMENT & DISCLAIMER

1. Disclaimer

- A. You must be at least 18 years of age to sign this or any agreement from Great Lakes Entertainment, Manistique (GLE)
- B. Contracting Party agrees to protect, save and hold harmless and indemnify GLE, its agents and or assigns against any and all liability whatsoever for injury to or death of any person or persons, or for loss of or damage to any property, occurring in connection with or in any way incident to this agreement.
- C. Contracting Party agrees to maintain adequate security in the service and access areas (including parking area) to protect the property of GLE from theft, vandalism, or other damages (including acts of God, such as inclement weather) to equipment used to provide services to Contracting Party. Contracting Party will be charged replacement value of any equipment which is damaged or stolen. Contracting party is not responsible for equipment damaged by GLE employees or agents or Independent Contractors.
- D. Strobe lights can be an integral part of your show. In some very rare cases, strobe lights have been shown to cause seizures in some people. In the unlikely event that seizure(s) occurs at Contracting Party's event, Contracting Party assumes all responsibility for consequences that may arise.

2. Payment, Due Dates, Cancellations, Fees

- A. All payments are to be made to GREAT LAKES ENTERTAINMENT, MANISTIQUE and be sent to 6130W US Highway 2 Suite B, Manistique, MI 49854.
- B. The entertainment contract may be cancelled by either party with written notice only. The burden of proof of cancellation lies with the canceling party. For this reason, we recommend sending all canceling letters via certified mail.
- C. Contracting Party understands and agrees that cancellation by GLE will result in a full refund of all payments including the retainer. Contracting Party further agrees that in the unlikely event of a cancellation by GLE, a complete refund will be the full extent of damages they are entitled to and no further damages will be sought by the Contracting Party.
- D. Contracting Party understands and agrees that cancellations or change of date made by them 120 days or more before their scheduled event will result in a refund of all payments received by GLE, less the non-refundable retainer. Contracting Party further understands and agrees that if a cancellation or change of date is made by them 91-119 days prior to their event, 75% of their total contracted amount (less the retainer) will be immediately due and payable to GLE. If a cancellation or change of date is made by the Contracting Party within 90 days of the scheduled event, the full contract balance is immediately due and payable. A late fee of \$50.00 per week will be charged if balance is not paid within seven (7) days of the cancellation. Cancellations due to acts of God, such as weather, death, or any other will still be charged the necessary fees and costs. **Contracting Party understands that such measures by GLE are necessary due to the inherent nature of the business.**
- E. Contracting Party understands and agrees that once their contract is signed by them, they may add additional time, if scheduling allows, or upgrade their package, if available, but they may NOT reduce their original amount of time and/or downgrade their package. Contracting Party understands and agrees that any additional time and/or upgrade will be subject to current rates and availability.
- F. All returned checks will result in a \$100.00 returned check charge fee, and all charges incurred by GLE from the banking institution will be billed to the Contracting Party.
- G. Late payments will be charge a service-fee of \$50.00 per week until the balance is paid in full, unless arrangements are made in advance, under the agreement of GLE, and in writing.
- H. Contracting Party understands that payment must be received by GLE two weeks prior to their event. GLE will not start the scheduled activities until payment is made in full or other explicit written arrangements for payment have been made between GLE and Contracting Party prior to the event. Contracting party further agrees that if payment in full is not received two weeks prior to the scheduled event and other arrangements have not been made in writing, a \$50.00 late fee and \$50.00 per week for any remaining balance will be charged.
- I. Contracting Party assumes all responsibility for any fees incurred by GLE for your event. These may include but are not limited to: smoke alarms, door alarms, parking fees, setup fees, etc.
- J. GLE reserves the right to display our signage, banners and pamphlets at any and all events. GLE reserves the right to display pamphlets, brochures or other small advertising materials for any other group or business affiliated with GLE. GLE also reserves the right to photograph or videotape any of our events and use it for promotional material or advertisement purposes. Sole rights to these photographs and videos belong to GLE.
- K. Contracting Party will be charged an additional fee of \$50.00 for venues which do not have handicap accessibility. Due to the large size of some of our equipment, we require that we "roll" it in. Please be sure to check your venue.

3. Special Venue & Package Requirements

- A. If any of the below requirements are not met, GLE reserves the right to withhold services. Any and all balances will still be charged to Contracting Party for services. **No refunds will be given for services not rendered due to power and dimensional constraints.**
- B. Electrical Requirements. GLE requires that your scheduled package and options have access to **60 amps** of power within **25 feet**. This may be accomplished by using **3** standard commercial **20 amp** circuits. All circuits must be free of any other current draw (i.e. NOTHING ELSE ON CIRCUITS).

- C. Space Requirements. Your scheduled package will require minimal dimensional requirements of 15 feet wide, 8 feet deep and 9 feet high (minimal ceiling height). **These are minimum requirements!** Please check your venue for exact measurements allowable. Refunds will not be given if we are unable to perform due to dimensional constraints.
- D. Tables, Skirts, Etc. 1, 6-8 foot banquet style table(s) is required. Tables must be in good shape and sturdy enough to accommodate heavy equipment. Table linens and skirt must also be provided. (These items are often provided by the facility, please check). Do not decorate the DJ table(s), we will have to tear the decorations down for setup. If we have to dismantle decorations to properly set up our equipment, we will not put them back up. **Under no circumstances will glitter, balloons, or candles be allowed on the DJ table(s).**
- E. GLE requires that we have access to the building entrance no further than 25 feet from our equipment drop off point. If our equipment "load in" entrance is located in a parking lot, please make arrangements for parking lot to be reserved in that section. No refunds will be given for events starting late due to load-in problems. Please check with your venue and call us if you have any questions.
- F. If the above conditions are not met, GLE reserves the right to withhold services or your scheduled show may be reduced. NO REFUND will be given for reduced shows due to dimensional and or power constraints. All balances and fees will still apply for originally scheduled package.
- G. The Contracting Party must provide a performing area for equipment setup that is free from direct sunlight and/or rain, snow, etc. **Outdoor events require canopies/tents with sides.**
- H. GLE requires that equipment be set up prior to the start of any event. We will NOT set up for an event once the event has started. This is our policy so that we don't inconvenience you and your guests with our equipment setup and sound checks. **All shows require a tear down time of 1-2 hours. Please make sure your venue is aware of this.** Contracting Party will be required to pay any necessary fees the venue may charge for this tear down.
- I. GLE uses fog machines in many of its shows. Please be advised that there are occasions that our fog machines will set off your venue's smoke alarms. Contracting Party agrees to be held responsible for any and all damages, charges and/or mishaps related to smoke/fire alarms being set off by the use of fog machines.

4. Special Notes, Instructions, Requirements

- A. GLE reserves the right to refuse playing overtime for any reason. If additional time is requested and approved, Contracting Party understands and agrees that they will be charged current overtime rates. All overtime charges are due at time of request and approval.
- B. GLE will make every effort to play all requests, but cannot be held responsible if specific selections are not available. Please try to let us know prior to your event of specific selections you would like to hear and we will make every effort to add them to our play list for your event.
- C. GLE, though we will try our best to play all requests, will, at all times, maintain entertainment control. We reserve the right to use our entertainment guidelines where necessary to protect all parties involved, as well as the reputation of our Company. (Example: refusal to play music due to offensive or vulgar language, etc.).
- D. GLE will not be required to extend our performance at your event if a late start occurs due to circumstances beyond the control of GLE (i.e. bride & groom arrive late, guests late, etc.). Contracting Party understands that overtime may be available at current overtime rates, subject to availability and approval.
- E. GLE requires that non-alcoholic beverages be made available to our staff at no charge during your event.
- F. GLE reserves the right to substitute a specifically reserved package or entertainer from GLE in the event of mechanical or other difficulties or unforeseen situations which may arise. In case of an unexpected breakdown, accident, severe weather, or anything that may interfere with your scheduled event, GLE is not liable. If we are unable to perform due to any of these cases, all payments, including the deposit, will be returned to the Contracting Party. This complete refund will be the full extent of damages the Contracting Party is entitled to and no further damages will be sought by Contracting Party.
- G. Although we make every effort to provide the client with a specific Party Host (if requested), GLE reserves the right to place any of our Party Hosts for any given event even if a specific individual is requested.
- H. GLE is not responsible for unstable staging or floors which may cause some of the equipment to skip. Under no circumstances will a refund be issued. We will not be held responsible for inadequate flooring or staging. This is an issue which must be taken up with the venue by Contracting Party.
- I. GLE will only play a song ONCE per 6 hour event. Under no circumstances will we play a song twice, unless the total amount of time is over 6 hours.
- J. GLE reserves the right to stop our performance due to abuse from guests at the event. This includes both physical and verbal abuse to our staff as well as potential damage to any of our equipment. We will use these extreme measures as a last resort. We will make every effort to notify the contact person or Contracting Party stated on the Contract to take care of the situation. No refund will be issued to Contracting Party due to GLE stopping an event due to these circumstances. All payments for the event will still be due in full.
- K. Transmission of this document via FAX shall create a legal and binding agreement.

I have read, understand and agree to the terms and conditions of this Agreement and will comply with them:

Contracting Party: _____

Date: _____