



On Track DJ Services Contract
Professional Mobile D.J.s System Member of the
National Association for Mobile Entertainment.

Contact Information

620 S Torrence St
Charlotte NC, 28204
info@ontrackdj.com
(718) 930-4245

You have been requested by 'On Track DJ Services' to fill out and confirm this agreement between the service provider 'On Track DJ Services' and Representing (Individual, Organization, School, Corporation, NGO, or others relevant parties).

E-mail *

INSTRUCTIONS ON HOW TO COMPLETE THIS CONTRACT

Please complete all the mandatory fields in this contract marked with an asterisk * for the successful submission of this form. You may also fill the optional fields for additional details where applicable to your event plans. If using your mobile phone, the submit button may not become visible until you complete the form.

Once you complete the contract, confirm your consent by checking the box and submitting. Once successfully sent, On Track DJ Services will confirm receipt of your contract.

Name of Representing (individual, organization, school etc..) please print information clearly. *

Mailing Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

Phone/Mobile *

Event Details

Please provide the requested details of your event to ensure proper planning.

Type of Event *

Event Date *

Month Day Year Hour Minutes

Time of Day of Event *

Morning

Afternoon

Evening

Night

Other

Time Event Ends *

Hour Minutes

Duration of Event (hours booked for the event). *

Event Planner's Name (if applicable).

First Name Last Name

Venue
Provide requested details of the event's location.

Venue Address *

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code Country

Venue Phone Number

Contact Name at Venue *

First Name Last Name

Contact Email *

Contact Phone Number *

Please check all required services/products: *

- Disc Jockey
- Host/MC
- Party Favors
- Virtual/Online Party
- Video/Projector
- Gobo Projector
- Fog machine
- Generator
- Truss Set Up
- Tent
- Second Room Set Up
- Sound System
- Microphone
- Lights/Uplights

Specify Microphone quantity (how many).

Specify Lights quantity (how many).

Total Contract Cost *

TOTAL BALANCE DUE 3 BUSINESS DAYS PRIOR TO EVENT.

Minimum deposit must be submitted in conjunction with contract.
Minimum Deposit = \$200 or 25% of contract cost (whichever is higher)
Acceptable payment methods: Credit/Debit Card, Square, CashApp, Venmo, PayPal, Zelle

Balance (2 days prior to the event) *

Terms of Agreement

1. Unless otherwise stated, the client is responsible for any specific genre of music they wish to have played along with supplying the order of events.
2. If the event is held outdoors, the client agrees to provide adequate shelter, to protect the equipment from adverse weather conditions (unless otherwise stated). Failing to do so, will cause a breach of contract, leaving the client liable for payment.
3. The client agrees to pay a non-refundable deposit to reserve the event date.
4. If a negotiated payment is scheduled after the balance due date, remaining balance must be paid in cash, no later than arrival, prior to setup. No exceptions.
5. Client will be held liable for a \$30.00 fee assessed for returned checks, along with the additional 10% charge for late payment. Square, CashApp, Venmo, and PayPal transactions will have a 3.75% transaction fee added to the payment.
6. On Track DJ Services will not be held liable for unavoidable conditions that would lead to delay or cancellation of event. E.g., power outage, insufficient power, auto accident, Acts of God (snow storm, hail storm, hurricane, tornado), pandemic, terrorist act, etc.
7. In the unlikely event that On Track DJ Services is unable to perform at the event (and an adequate replacement cannot be found), On Track DJ Services will make a full refund of any deposits or payments made by the client. Assuming communication of this is made prior to the day of the event, the client agrees that a refund of the deposit(s) made is their entitlement and no further damages may be sought against On Track DJ Services.
8. On Track DJ Services will not be held liable for any damages or harm to property or persons, unless the incident was caused by gross negligence on the part of our staff.
9. An additional charge starting at \$150.00 per hour will be imposed for events that go past the agreed time on the contract. (Minimum charge of \$150.00 will be assessed.)
10. For events four hours or longer where a meal is being served, the client agrees to supply a vendor meal for the staff in attendance. Staff will typically eat while guests eat, unless it interferes with the event programming.
11. While gratuity is not mandatory, it is common to tip your DJ when they perform a great job. Standard gratuity is 10% of contract price, but whatever the client deems appropriate is acceptable.

By signing, the client acknowledges and confirms that he/she has read and agrees to the terms and conditions.

CONFIRMING YOUR CONSENT TO ALL TERMS STATED IN THIS CONTRACT. *

Yes, I consent to this contract agreement with On Track DJ Services and the terms offered.

Date

Month Day Year

Signature
