

Throughout this document the term "client" refers to the person who has made the booking and the term "company" and "DJ" refers to anyone from Disco Man Productions the disco company). This document is in addition to the agreements made on the contract, and together these two documents provide all the agreements.

1. Booking Details

A) All agreements of the booking itself are found on the contract. Both the client and company must approve of any changes to these details.

B) The DJ(s) will require time for the installation and dismantling of the equipment (usually one hour, unless otherwise stated).

C) Both the company and client offer assurances that no previous bookings exist with other clients/companies that would affect the booking.

2. Payments

A) Financial settlement agreements are made on the contract. Unless otherwise stated, payment must be received in full two weeks before the event.

B) If additional time is requested for the event (over and above the agreements made on the contract), the fee for such time must be agreed by both the company & client, and paid to the company on the night of the event (unless otherwise stated).

C) If any payments are not received by the due date, a charge of £5 per day will be levied.

3. Cancellations

A) In the event of the client wishing to cancel the event for any reason the cancellation fee (50% of the agreed fee) must be adhered to.

B) In the event of the company wishing to cancel the event, all advance payments will be repaid within five working days (unless the cancellation is the fault of the client not meeting the terms and conditions laid down on this form and/or contract).

4. Conduct

A) The client will ensure that the audience and anyone other than the company's team conduct themselves in a proper manner. The company will not be held responsible for any actions, other than actions by members of the company team.

B) The company team will conduct themselves in a proper manner throughout their attendance at the venue, and will respond to the clients requests (unless in breach of law) as to volume, positioning of equipment, and any other reasonable requests.

5. Security

- A) The client will be held responsible for any theft or damage of any equipment (including vehicles stored on the premises) belonging to the company caused by anyone other than members of the company's team.
- B) It is solely the responsibility of the client to ensure the venue has sufficient security for both personnel and equipment.
- C) The company will not be held responsible for damage to the venue caused by the company's equipment. Any potential problems must be notified to the company.

6. Health & Safety

- A) It is solely the responsibility of the client to ensure the venue complies with all Health & Safety issues.
- B) The company will ensure their equipment fully complies with all the relevant Health & Safety legislation regarding the equipment and personnel.
- C) A copy of the latest Health & Safety "Risk Assessment" can be inspected (providing five working days notice is given).
- D) A copy of the latest "Portable Appliance Test" certificate can be inspected (providing five working days notice is given).

7. Venue

- A) The company will not be liable for breaches of byelaws, or conditions under which the venue is leased, hired, or entrusted to the client.
- B) The client will ensure that all appropriate licenses (as required by law) are in force at the venue at the time of the event, and therefore the company cannot be held liable in any way.
- C) Both the client and the company can reserve the right to inspect all licences regarding the events (providing five working days notice is given, unless otherwise stated).
- D) A suitable parking area must be available for the loading and unloading of the companies equipment at the venue.

Please note : A PPL licence is required if you charge people for the event Therefore, for weddings or other family gatherings, this licence is not required.

8. Other Things

Due to the unsociable hours the DJ has to work the client ensure adequate Refreshments are available during the duration of the event.