



# JIMMY RUPE PRODUCTIONS DJ CONTRACT

Name Joe Blow Today's Date 12/4/12 Phone Number (253) 555-5555  
Date of Event 12/31/12 Type of Event New Years Party

Location of Event: Name residence Address 123 Anywhere St.  
City Fircrest State WA ZIP 98466

Start Time 10:00PM End Time 2:00AM

Total hours *(including 1 hour before and after event to set up and tear down)* 6

Entertainment Fee: \$50.00 per hour X 6 hours = \$ 300.00

Reservation fee **(NON-REFUNDABLE)**: \$ 50.00

Travel (round-trip):

       miles        gas price per mile        gal of gas = \$ N/A

**TOTAL \$** 350.00

Special requests (continue on page 3 if necessary):

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Terms of Agreement:

1. Payments will be accepted in cash, cashier's check, money order, and credit card (processed via PayPal or Square). More payment options will be available in the future.
2. A reservation fee of \$50.00 must be made at the time of signing this contract. This ensures that you have a DJ for your special event. This reservation fee is **NON-REFUNDABLE**.
3. A payment of \$ [one-half of entertainment fee] and the cost for travel must be made one week before the date of the event.

(continued on next page)

Jimmy Rupe Productions · P.O. Box 966, Tacoma, WA 98401 · Phone: (253) 861-4351  
jimmyrupeproductions.com

Email: [djmelloell@gmail.com](mailto:djmelloell@gmail.com) · Twitter: @DJMelloEll · facebook.com/jimmyrupeproductions

Terms of Agreement (continued):

4. If there are any special requests, including but not limited to, song selections, playing a special CD, lighting, microphones; it must be written in the Special Requests section on the previous page. Any changes or additions to the requests must be communicated to me at least one week before the event so I can add it to the contract.
5. If the event is outdoors, there must be a suitable "overhead" (i.e., a roof or tent) in case of rain, snow, etc. This will protect the DJ equipment (and in turn keep the music playing and your party going!). Otherwise, I will have to rent that overhead and the cost will be included in the total fee.
6. You will be held responsible for any damage costs to the DJ equipment caused by actions that can be controlled (i.e., intoxicated guest splashing drink on the equipment and causing a shortage).
7. The remainder of the balance (the Total listed on the previous page minus the reservation fee, cost for travel and one-half of entertainment fee) must be paid before or during the event, **NOT AFTER!** It must also be communicated to me who will pay me. If you request me to play for additional time, it is the same rate (\$50.00 per hour) and it must be paid at the time of request, not after the event.
8. If you have to cancel, call me at (253) 861-4351 or email me at: [djmelloell@gmail.com](mailto:djmelloell@gmail.com) as soon as possible (Facebook status updates or Twitter tweets are unacceptable). The costs for travel, and any other down payment (excluding the \$50.00 reservation fee) will be refunded to you as long as you contact me at least 24 hours before the event. If I have to cancel, I will refund **EVERYTHING** to you (including the \$50.00 reservation fee).
9. Any deviations to the contract must be one-lined and initialed by me.

You understand and abide by the terms of agreement by signing below (18 years or older):

Customer signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

DJ signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Elliot "E.J." Rupert (DJ Mello Ell)

**THANK YOU FOR CHOOSING JIMMY RUPE PRODUCTIONS FOR  
YOUR ENTERTAINMENT NEEDS!**

