



**R4R ENTERTAINMENT** "The Party Starts... HERE"

PO Box 4441, Middletown, New York 10941

(845) 940-5212

## SERVICE AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between Rhyme4Reason, Entertainment and \_\_\_\_\_ on behalf of \_\_\_\_\_ residing or doing business at \_\_\_\_\_, specifies that both parties agree to abide by the terms and conditions of this signed Agreement.

### DEFINITIONS

Hereon in \_\_\_\_\_ shall be referred to as "Client".  
Hereon in Rhyme4Reason Entertainment shall be referred to as "R4R".  
The location of the event shall be known as "Venue".  
Unless otherwise stated, "days" shall refer to calendar days rather than business days.

### TERMS and CONDITIONS of AGREEMENT

R4R stipulates that an event has been booked by the Client to be held on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ from \_\_\_\_\_  AM  PM to \_\_\_\_\_  AM  PM. The event shall be held at \_\_\_\_\_. The type of event is a \_\_\_\_\_.

### SERVICES

Both parties agree that R4R will provide the following services as stipulated in the previously agreed upon Price Quote pertinent to each service.

Services that have been negotiated by both parties are:

- |   |  |
|---|--|
| <input type="checkbox"/> DJ Services          | <input type="checkbox"/> Hosting or M/C Services |
| <input type="checkbox"/> Karaoke Services     | <input type="checkbox"/> Wireless Microphones    |
| <input type="checkbox"/> Photography Services | <input type="checkbox"/> Lighting Services       |
| <input type="checkbox"/> Videography Services | <input type="checkbox"/> Party Favors/Giveaways  |
| <input type="checkbox"/> Live Performance     | <input type="checkbox"/> Other _____             |

If DJ Services or Live Performance is checked, R4R Entertainment:

- |                               |                                   |  |
|-------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Will | <input type="checkbox"/> Will Not | Accept requests from guests              |
| <input type="checkbox"/> Will | <input type="checkbox"/> Will Not | Provide song request forms on each table |

By initialing this you understand the terms and conditions set forth on this page: \_\_\_\_\_

**RATES**

The parties have agreed to the following rates for the services checked on Page 1:

Type of Service	No of Hours	Rate	Row Total
TOTAL			

Totals are to be grouped by type of service and carried forward to the invoice found on Page 6 of this Agreement. The above table does not include taxes and miscellaneous expenses.

**PERFORMANCE WAGES AND DEPOSIT**

As documented on Page 6 of this Agreement, the total price for the services, including taxes and miscellaneous expenses, will be \_\_\_\_\_. This price includes travel expense for events which occur in excess of fifty miles round trip. Travel expenses include, but are not limited to, mileage, tolls, and parking. Upon acceptance and signing of this Agreement by both parties, if booked more than 30 days prior to your event date, a 50% non-refundable deposit of \_\_\_\_\_ is required. For events booked less than 30 days from event date, a 100% non-refundable deposit of \_\_\_\_\_ is required. Any balance remaining is due no later than 14 days prior to your event date. If balance is not received 14 days prior to your event date you will accrue a \$25.00 a day surcharge and can possibly forfeit your event date. Payments made online will incur a 3% service charge after deposit or balance is received. Payment is to be made to Rhyme4Reason Entertainment, by Certified Check, Bank Check, Personal/Business Check, Postal Money Order, or Cash. Interim or up-sum payments may be made online at any time no later than 14 days prior to Clients event date. If Deposit or balance is paid with a personal check that is returned for insufficient funds, you will be charged a \$50.00 returned check fee, will accrue a \$35.00 a day surcharge until payment is satisfied and can possibly forfeit you're your event date. Additional fees may apply.

**CLIENT RESPONSIBILITIES**

1. Client agrees to retain any and all necessary personal injury or property damage liability insurance with respect to the activities provided by R4R on the premises authorized by this agreement. Client agrees to indemnify and not hold R4R accountable for any and all claims, liabilities, damages, and expenses arising from any action or activity of R4R while R4R is rendering the specified contracted services.
2. Reasonable steps will be taken to protect R4R's DJ/staff, equipment & music collection from any type of abuse, theft or damage resulting from this event. NOBODY is permitted by R4R's music equipment with any liquid beverages and /or food. In the unlikely event of circumstances deemed by the DJ to present a real or implied threat of harm to R4R's equipment, music or person, the DJ reserves the right to cease performance until the Client has resolved the threatening situation.

*Continued on the next page.*

By initialing this you understand the terms and conditions set forth on this page: \_\_\_\_\_

**CLIENT RESPONSIBILITIES (CONT'D)**

3. For all outdoor services/ performances, a tent or similar overhead protective covering must be provided to protect R4R's equipment in the event of extreme heat or other adverse weather conditions.
4. For equipment positioning and safety regulations, R4R will need at the minimum of 9-10 feet wide for our DJ systems without lights, and 13-15 feet wide for our DJ system with lighting. We would need to be at a minimum of 6-7 feet in depth for our equipment and for our DJ's/ staff.
5. The Client will ensure that the Venue is open and that the event area is available to the DJ at least one and a half (1.5) hours prior to the scheduled starting time.
6. The Client will ensure that the Venue meets all federal, state and local safety regulations and ordinances.
7. The Client will ensure that the Venue will provide meals and drinks for ALL R4R DJ's/ staff and or vendors assigned to their event.
8. The Client shall provide, or make available, a 6' - 8' DJ table able to withstand a minimum of 150 pounds. Access to a 3-prong grounded electrical outlet must be within 15 feet of the setup area. Failure to provide such access can cause a delay or may lead to cancellation of the event.
9. All planning, event time-line and song selection forms must be completed and received no later than thirty (30) days prior to a Client's event date either through our online system or via postal mail. If not received thirty (30) days prior to a Client's event date, the Client will accrue a \$25.00 a day surcharge until the day that the Client's planning form submissions are received and can possibly forfeit the Client's event date. Any Client events booked less than thirty (30) days (in which we call "Last Minute Booking") from event date will be given one (1) week to have ALL event forms submitted to R4R through our online system ONLY, unless dropped off in person. If not received within one (1) week from booking and or signing of the agreement, the Client will accrue a \$25.00 a day surcharge until their planning form submissions are received, and can possibly forfeit their event date. If the Client books us a week or less from their event date, ALL event forms will need to be received no later than the end of R4R's business day, the day of booking and or signing of the agreement. If not received by the end of R4R's business day, the day of booking and or signing of the agreement, the Client will accrue a \$25.00 a day surcharge until the day that their planning form submissions are received, and can possibly forfeit their event date. If the Client books us one day prior to their event date or same day, ALL event planning forms will need to be received at the time of booking and or signing of the agreement. If not received at the time of booking and or signing of the agreement, R4R reserves the right to deny any requests or "Last Minute" changes received after the said here above. All planning forms will be considered final when submitted by the Client for acceptance by R4R. **R4R will NOT be responsible or liable for the outcome of a customer's event, in the occurrence that the Client is unhappy due to inadequate or last minute planning.**
10. The Client is responsible for accurate contact or venue information for continual communication between R4R, the Client and or venue, pertaining to their event at time of booking or signing of this agreement. In the event that contact or venue information changes, the Client will provide R4R with updated contact or venue information, within a reasonable amount of time, giving R4R time to revise client's service agreement. **If not provided, R4R will NOT be responsible or liable for the outcome of a customer's event, in the occurrence that the Client does NOT provide R4R with accurate information in the service agreement here in, or when NOT informing R4R of ANY changes pertinent to their event, not giving R4R a reasonable amount of time to update the clients service agreement. Not having accurate contact information can delay or forfeit your event date.**
11. Final payment and or balance for the Client's event is due no later than 14 days prior to their event date. If balance is not received 14 days prior to your event date you will accrue a \$25.00 a day surcharge and can possibly forfeit you're your event date.

By initialing this you understand the terms and conditions set forth on this page: \_\_\_\_\_

**R4R ENTERTAINMENT'S RESPONSIBILITIES**

1. R4R will provide the equipment needed to perform the contracted services unless otherwise specified under "Client Responsibilities", or in the "Additional Terms" section of this agreement.
2. R4R and its staff will comply with all federal, state and local safety regulations and ordinances.
3. R4R agrees to retain the necessary liability insurance as may be required by the venue.
4. R4R DJ's and or its staff will cease performance at the contracted end time or immediately upon direction of law enforcement authorities or the Client. If the Client requests additional time at the end of their event, R4R DJ's and or its staff will charge the amount of time and a half or as previously discussed by R4R and the Client and noted in the "Additional Terms" section of this agreement. If extra time is desired, the total for the additional time will be due the night of contracted services.
5. We will remove all personal equipment and property from the Venue within one (1) and a half hours following the end of the performance or such reasonable time as agreed upon by R4R and the Client.
6. Additional special song request sheets will be provided for use on the day of Client's event if requested by the Client. All songs requested during the event will be played based on time available. No guarantee is made to play special requests except where previously provided for in Item 9 of "Client Responsibilities".
7. R4R reserves the right to refrain from playing inappropriate or explicit music or video.
8. R4R reserves the right to deny any guest access to the DJ's music, equipment and work area behind the DJ table or stage.

**ADDITIONAL FEES**

R4R reserves the right to charge the fees stated here in this agreement. Fees and or expenses are not limited to "Last Minute" planning forms and or travel. Travel fees include, but are not limited to, mileage, tolls, parking and or lodging. Holiday fees are \$150.00 and are applied during the duration of all nationally recognized holidays or the week or weekend of. Last minute booking fees are \$150.00 and are applied to any events booked less than 30 days prior to the Clients desired event date.

**CANCELLATION**

In the event that the Client wishes to cancel already scheduled services, written notification must be made no later than forty-five (45) days prior to the event. As stated previously, the deposit paid is non-refundable and will be forfeited as liquidated damages. If the Client cancels the scheduled services in less than forty-five (45) days before the date of such event, the Client will pay R4R, as liquidated damages, the full contracted amount for the event as agreed upon within this contract. R4R will not be responsible for any cost incurred to the Client in the event of a cancellation.

Should R4R cancel due to unforeseen circumstances, R4R will either:

- Reschedule our contracted services with 10% off the initially agreed-upon service agreement price
- OR
- Provide the Client a full refund of all monies paid as of the time of cancellation

Performance of service(s) is subject to termination in the event of sickness, accident, riots, strikes, epidemic, adverse weather conditions, States of Emergency, acts of God, or other legitimate conditions beyond our control.

**DISPUTES**

If any dispute arises under this Agreement that results in litigation or arbitration, R4R shall be paid and or awarded by the Client for any balances due, its attorney's fees and associated costs.

By initialing this you understand the terms and conditions set forth on this page: \_\_\_\_\_

**ADDITIONAL TERMS**

The following terms are part of this Agreement but not stipulated above:

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By signing below, the Client and R4R have agreed to the Terms and Conditions of this Agreement. Should the Client fail to submit the non-refundable deposit at the time of signing this Agreement, R4R has the authority to void this Agreement.

\_\_\_\_\_

\_\_\_\_\_

Date

R4R Entertainment \_\_\_\_\_

\_\_\_\_\_

Date

By initialing this you understand the terms and conditions set forth on this page: \_\_\_\_\_



SERVICE INVOICE

**Rhyme4Reason Entertainment**

*"The Party Starts...HERE"*

*Book The Best For Less!*

P.O. Box 4441, Middletown, NY 10941

**Email:** getinfo@r4rentertainment.com

**Website:** www.r4rentertainment.com

**Phone:** (845) 940-5212

DATE:

Exemption /Tax ID#:

**TO**

**VENUE**

DESCRIPTION OF SERVICE	DATE	TIME	COST
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Year-End Party Giveaway (\$25.00 optional) -

**DESCRIPTION OF MISCELLANEOUS EXPENSES**

**RATE**

**QTY**

**TOTAL COST**

Mileage:

.585

n/a

Tolls: (Round Trip) Bridges:

n/a

Airfare/Bus Fare/Train Fare/Car Service:

n/a

Lodging:

n/a

Meals: \* Will be provided at event

\*

Discount Code:

**DISCOUNT**

**SOURCE:**

**SUB TOTAL**

**SALES TAX**

-

**NOTES: THANK YOU FOR YOUR BUSINESS!**

**FINAL TOTAL**

\* All Payments must be Cash, Credit, Certified Bank Check or Postal Money Order, payable to Rhyme4Reason Entertainment.

**R4R ENTERTAINMENT DEPOSIT RECEIPT**

Received \$ \_\_\_\_\_ 50% non-refundable deposit from \_\_\_\_\_

Payment made by:  Certified Check  Bank Check  Money Order  Cash  Other/Credit

Check/Money Order #/ Exp. Date: \_\_\_\_\_ Drawn On: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT NAME SIGN NAME

**REMAINING BALANCE:** \_\_\_\_\_

**R4R ENTERTAINMENT FINAL PAYMENT RECEIPT**

Received final payment of \$ \_\_\_\_\_ from \_\_\_\_\_

Payment made by:  Certified Check  Bank Check  Money Order  Cash  Other/Credit

Check or Money Order Number: \_\_\_\_\_ Drawn On: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT NAME SIGN NAME