

# SPECTRUM EVENTS

Disco  Up Lighting  Fibre Optic White Starlight Backdrop   
Photo Booth  ( Duplicate Prints  Headers  Green Screen  )

This Contract reflects the terms offered during the enquiry made on: .....

Contract issued on: ..... Contract Ref. No: .....

## Client Information

Name or Organisation: .....

Contact: .....

Address: .....

Post Code: ..... Email: .....

Tel: (Home) ..... (Work) ..... (Mobile) .....

## Event Information

Date: ..... Set-up Time: ..... (Please allow 1 1/2 hours prior to start time).

Start Time: ..... End Time: .....

Event Type: .....

## Venue Information

Venue Name: ..... Contact: .....

Address: .....

..... Post Code: .....

Tel: ..... Email: .....

**Fee** BACS Payments to: Sort 40 32 24 Account 41098365

Total amount: £..... Deposit required: £..... **(Cheques payable to: M. NEWELL)**

**Balance payable on night in CASH.** £.....

**TERMS AND CONDITIONS:** This Agreement is Made By And Between SPECTRUM DISCO (the Company) And The Client:

1. Please sign and return the White copy with your deposit. 2. The Deposit must be received by .....

to guarantee services. 3. Deposits are non-refundable. 4. Balance due to be paid (7) days prior to event or only cash balances will

be accepted at event. 5. Please have (1) six or eight-foot table and at least (2) electric sockets available. 6. We reserve the right to

stop performance if unsafe conditions occur. The client hereby assumes responsibility for its guests, customers and staff, and

agrees to maintain conditions that will not inhibit the performance of the Company, nor cause loss, injury or damage to the

Company's equipment. 7. **Force Majeure:** No fee shall be payable for any day(s) on which the Company is unable to perform by

reason of cause beyond the Clients control such as National Mourning; War; Fire; Strike or Lock-out directly affecting the venue;

or the order of the Licensing or any Public Authority having jurisdiction. In any event, notice must be given to the Company

forthwith failing which, reasonable expenses must be paid. 8. In the event of cancellation by the Client payment is required as

follows: a) More than 30 days from the performance date; No fee payable.

b) Between 22-30 days from the performance date; 25% of the full fee.

c) Between 15-21 days from the performance date; 50% of the full fee.

d) Between 8-14 days from the performance date; 75% of the full fee.

e) Between 1-7 days from the performance date; The full fee will be payable. **ANY CANCELLATION BY THE CLIENT**

**MUST BE NOTIFIED TO THE COMPANY BY BOTH EMAIL AND TELEPHONE WITHOUT FAIL.**

9. WE HAVE FULL PUBLIC LIABILITY INSURANCE AND ALL OUR EQUIPMENT IS TESTED ANNUALLY.

## ADDITIONAL CLAUSES:

**CLIENT TO SUPPLY COMPANY PERSONNEL WITH FOOD AND DRINK.**

**Signature:** ..... (for the Company) Date: .....

Name in BLOCK CAPITALS .....

**Signature:** ..... (for the Client) Date: .....

Name in BLOCK CAPITALS .....

Contract issued by:-

Spectrum Events, 69 Hereward Way, Deeping St James, Peterborough PE6 8QB

Tel: 01778 348181 Email: mike@spectrum-events.com www.spectrum-events.com