



OFF- CAMPUS EVENTS FOR UIW ORGANIZATIONS
A 7 day advanced noticed is needed for booking

Event:

Date:

Duration:

DJ(s) requested:

Emcee: YES NO

Music genre(s) requested:

Attire:

Every effort will be made to provide the requested DJ. If that DJ is not available for your event, it will be at the discretion of KUIW to send the next available DJ to fulfill this contract. Payment is due either in advance or on the day of the event or on a date agreed upon by the client and the Operations Manager personally. If the client cannot make payment the day of, they have 24 hours to make due. If not paid in full on this day, the client will be charged + \$5 a day after this 24 hr period has expired. The DJ has the right to refuse service until payment is made or a payment date has been reached between you, the client and the OM. The client has the right to request a copy of this contract.

\$35/hr with a minimum of 2 hours

I (we) \_\_\_\_\_ are requesting KUIW DJ services
(Print name and/or organization)

for \_\_\_\_\_ hours at \$20 per hour.

Total: \_\_\_\_\_

Date to be paid by: \_\_\_\_\_

Client's Name (Print)

Client's Signature

Date

Received by OM

Date