



BOOKING CONFIRMATION FORM AND CONTRACT.

YOUR DETAILS

NAME.....

ADDRESS.....

.....

PHONE NUMBER.....

EMAIL ADDRESS.....

FUNCTION DETAILS

DATE OF FUNCTION.....

TYPE OF FUNCTION.....

FUNCTION VENUE.....

ADDRESS.....

CONTACT NAME AND PHONE NUMBER.....

START TIME.....

FINISH TIME.....

NAME OF PERSON FUNCTION IS FOR.....

IS IT A SURPRISE PARTY.....

IF YES WHAT TIME DO YOU PLAN ON THE SURPRISE ARRIVING AT THE VENUE.....

USE THIS SPACE TO WRITE DOWN ANY FIRST DANCE, SPECIAL REQUEST SONGS YOU WOULD LIKE PLAYING.....

.....

.....

PLEASE NOTE: YOU MUST FILL IN AND POST THIS FORM AND YOUR DEPOSIT CHEQUE TO US WITHIN 14 DAYS OF VERBALLY PLACING YOUR BOOKING.

Now please read the terms and conditions on the next page carefully and sign and date where indicated.

Booking Contract / Terms and conditions

Please read carefully

- Due to the size and weight of our equipment we CANNOT negotiate stairs. If in doubt please contact us.
- Please ensure there is good access to the performance area.
- We need a performance area of 2.4m high, 4mtrs wide and 2mtrs deep.
- We need access to a twin 13 amp household type socket. 2 preferably.
- We reserve the right to terminate the performance in the event of any violence/abuse aimed at the DJ, or any outbreak of violence in which the DJ could reasonably assume there is a potential risk to himself or his equipment.
- We use a combined smoke/haze machine to enhance our light and laser effects. Not all venues allow the use of such equipment so we cannot guarantee to utilise this effect.
- Some venues use sound limiting equipment. Some of these systems can interrupt the power supply if the set noise level is exceeded. We cannot be held at fault if your venue has such equipment installed and our performance is interrupted or its performance is restricted in any way.

Payment details

- A non returnable deposit of £50.00 is payable within 14 days of verbal agreement of the booking.
- Failure to adhere to this may result in RPD Sound and Light giving the date to another customer which we reserve the right to do so.
- Payment of the balance becomes due 7 days before the date of the function.
- Balance payment can be by cheque (payable to R.P.Dixon), by hand delivered cash, or by electronic bank transfer. Our bank details are as follows:
Yorkshire Bank
Account number 63054092
Sort Code 05 00 35
- In the very unlikely event that we have to cancel, all monies paid including deposit will be refunded.

We have public liability insurance in place and our equipment is pat tested.

Copies of each can be requested in either electronic or paper format. We always carry a copy of this certification with us.

I have read and fully understood the above terms and conditions and by signing and dating below I understand this constitutes my agreement with them.

Signed.....

Date.....

RPD SOUND AND LIGHT

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Cookridge
Leeds
LS16 7EN
01132 268525
07706 972109

rpdsoundandlight@gmail.com

www.rpdsoundandlight.co.uk

RPD SOUND AND LIGHT GDPR INFORMATION.

Please read and sign to confirm you understand it.

This document is to let you know how we manage your supplied data.

- 1 - All information received from you is kept together in a locked filing cabinet. It is only removed from the cabinet and put into our paper diary which we carry with us to functions on the day,so we have all the required info with us on the date of the function.**

- 2 - All electronic information regarding you (emails etc) are password protected and all paper copies are kept with your information in the locked filing cabinet.**

- 3 - This info is only kept up to a week after the function date and is permanently destroyed thereafter.**

- 4 - We do not operate any form of digital, or otherwise, direct marketing. So no personal information about you needs to be stored by us.**

Please sign, print and date below to say you have read and fully understood our arrangements on how we keep your personal data safe.

Name (please print).....

Signed.....

Date.....