

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: DJ Services Agreement

I hope this letter finds you well. I am writing to confirm our agreement for DJ services for your upcoming event. Below are the details of our agreement:

****Event Details:****

- Event Date: [Event Date]
- Event Location: [Venue Name and Address]
- Event Type: [Wedding/Corporate Event/Private Party/etc.]
- Event Start Time: [Start Time]
- Event End Time: [End Time]

****Services Provided:****

- Professional DJ services including music selection, mixing, and setup.
- Provision of all necessary sound and lighting equipment.
- Pre-event consultation to discuss music preferences and specific requests.

****Payment Terms:****

- Total Fee: \$[Total Amount]
- Deposit: \$[Deposit Amount], due by [Deposit Due Date].
- Remaining Balance: \$[Remaining Balance], due by [Balance Due Date].

****Cancellation Policy:****

- In the event of cancellation by the client, the deposit is non-refundable.
- If cancellation occurs within [X days] of the event, the total fee will be due.

****Liability:****

- The DJ will maintain liability insurance and provide proof upon request.
- The client agrees to indemnify the DJ against any claims arising from the event.

****Additional Terms:****

- Any changes to the event date, location, or services must be communicated in writing at least [X days] prior to the event.
- The DJ reserves the right to adjust the playlist according to the atmosphere of the event.

Please review the terms outlined above. If everything is satisfactory, kindly sign and return a copy of this agreement by [Response Due Date]. Thank you for choosing my DJ services for your event. I look forward to making it a memorable occasion!

Sincerely,

[Your Name]
[DJ Business Name]
[DJ Business Address]
[City, State, Zip Code]

****Agreement Acceptance:****

I, [Client's Name], hereby accept the terms of this DJ Services Agreement.

Client Signature: _____

Date: _____