

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

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

Subject: DJ Engagement Terms

Dear [Client's Name],

This letter serves as a formal agreement outlining the terms and conditions for the DJ services to be provided on [Event Date] at [Event Venue].

1. ****Services Provided****

- DJ performance from [Start Time] to [End Time]
- Provision of sound system and lighting (if applicable)
- Music selection tailored to the event

2. ****Payment Terms****

- Total fee: \$[Amount]
- Deposit: \$[Amount] due upon signing this agreement
- Balance: \$[Amount] due [Date or on the day of the event]

3. ****Cancellation Policy****

- If canceled [X] days before the event, the deposit is non-refundable.
- Cancellations less than [X] days will require the full fee to be paid.

4. ****Clients Responsibilities****

- Provide access to the venue at least [X] hours before the event.
- Ensure a safe and suitable environment for performance.

5. ****Liability****

- The DJ is not liable for any damages, injuries, or losses incurred during the event.

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Looking forward to an unforgettable event!

Sincerely,

[Your Name]

[DJ Business Name]

Agreed and Accepted:

[Client's Signature]

[Date]

[DJ's Signature]

[Date]