

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: DJ Hire Policy

We are pleased to confirm the details regarding the hiring of our DJ services for your event. Please find below our policy outlined for your understanding and agreement.

**\*\*1. Booking Confirmation:\*\***

A non-refundable deposit of [amount] is required to secure your booking. The balance is due [number] days before the event.

**\*\*2. Event Details:\*\***

- Date of Event: [Event Date]
- Venue: [Venue Name and Address]
- Start Time: [Start Time]
- End Time: [End Time]

**\*\*3. Equipment and Setup:\*\***

Our DJ will arrive [number] hours prior to the event for setup. We require access to [specify any requirements for power sources, space, etc.].

**\*\*4. Cancellation Policy:\*\***

If you need to cancel, please notify us at least [number] days in advance. The deposit is non-refundable, and any outstanding balance is still due.

**\*\*5. Code of Conduct:\*\***

Our DJs are expected to maintain a professional demeanor. Use of explicit content is prohibited unless agreed upon in advance.

**\*\*6. Liability:\*\***

We are fully insured; however, we will not be liable for any injuries or damages incurred during the event.

Please sign and return a copy of this letter to confirm your acceptance of our policy.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

---

**\*\*Acknowledgment of Policy\*\***

I, [Client's Name], acknowledge that I have read and understood the DJ Hire Policy detailed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_