

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

[Date]  
[Client Name]  
[Client Address]  
[City, State, Zip Code]

Dear [Client Name],

Subject: DJ Hire Terms and Conditions

We are pleased to confirm the booking of our DJ services for your event on [Event Date] at [Event Venue]. Please review the following terms and conditions that will govern our agreement:

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

A non-refundable deposit of [Deposit Amount] is required to secure your booking. The remaining balance of [Remaining Amount] is due [Due Date/Upon Event Day].

2. **\*\*Cancellation Policy\*\***

In the event of cancellation by the client, the deposit will be forfeited. If cancellation occurs less than [Number of Days] days before the event, the full amount will be due.

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

Our DJ will arrive [Number of Hours] hours prior to the event start time for setup. The client must provide adequate space and electrical requirements for the equipment.

4. **\*\*Performance Duration\*\***

The DJ will perform for [Number of Hours] hours, starting from [Start Time] to [End Time]. Additional hours will incur a charge of [Additional Hour Rate] per hour.

5. **\*\*Event Regulations\*\***

The client is responsible for ensuring that all local venue regulations and noise ordinances are adhered to.

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

[Your Company Name] is not liable for any injury or damage that occurs during the event, except in cases of gross negligence.

7. **\*\*Force Majeure\*\***

[Your Company Name] shall not be liable for failure to perform due to events beyond its control, including but not limited to acts of God, war, or government action.

Please sign and return a copy of this letter to confirm your acceptance of these terms. We look forward to providing an unforgettable experience at your event!

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]

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Client Signature

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Date