



JNA Entertainment is devoted to making your event as prosperous and as enjoyable as possible. We work with you in planning your event, and make the whole process stress free and exciting. With lively employees, your complete satisfaction, and the highest ranking sound and lighting equipment in the trade, we are the most excellent choice in Monterey. We can guarantee you're getting professionals who are the very best choice.

Contact Information:

Main Office/FAX: 831.240.4430

E-Mail: [team@jna-djs.com](mailto:team@jna-djs.com)

Web: [www.jna-djs.com](http://www.jna-djs.com)

General Event Planner  
Please return to office as  
soon as possible.

# School Dance Planner

Organization is the key to any successful event. Our staff will use this planner to help you organize and create your event. Once it is filled out, your entertainer will know EXACTLY how you want your event to take place.

All Fields Are REQUIRED to be filled out:

Client Full Name: \_\_\_\_\_ Client Address: \_\_\_\_\_  
Client Phone: (    ) \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

On Site Contact: \_\_\_\_\_

On Site Contact Phone: (    ) \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Times: \_\_\_\_\_ AM/PM -to- \_\_\_\_\_ AM/PM

Event Type:            ( ) Indoor            ( ) Outdoor

Number of chaperones: \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_

Desired DJ Attire: \_\_\_\_\_ (Formal, Casual, or Custom)

DJ Personality: ( ) Quiet      ( ) Average      ( ) Outgoing

Will the School Principal be on-site during the event? ( ) YES ( ) NO

Special Announcements: (To be Announced during event)

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Special Events/Dances:

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Other Special Instructions:

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Music Preferences: (Check all that apply)

- |                                   |                                    |                                  |                                      |                                   |
|-----------------------------------|------------------------------------|----------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Big Band | <input type="checkbox"/> 80's      | <input type="checkbox"/> Jazz    | <input type="checkbox"/> Latin       | <input type="checkbox"/> Motown   |
| <input type="checkbox"/> Swing    | <input type="checkbox"/> 90's      | <input type="checkbox"/> Top 40  | <input type="checkbox"/> Rock        | <input type="checkbox"/> Techno   |
| <input type="checkbox"/> 50's     | <input type="checkbox"/> Reggae    | <input type="checkbox"/> Rap     | <input type="checkbox"/> Alternative | <input type="checkbox"/> Ethnic   |
| <input type="checkbox"/> 60's     | <input type="checkbox"/> Classical | <input type="checkbox"/> Country | <input type="checkbox"/> Old School  | <input type="checkbox"/> Other    |
| <input type="checkbox"/> 70's     | <input type="checkbox"/> New Age   | <input type="checkbox"/> Hip Hop | <input type="checkbox"/> Disco       | <input type="checkbox"/> Ballroom |

Other Genres or Music Types:

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# School Dance Entertainment Agreement

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SCHOOL NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

TIME OF EVENT: START: \_\_\_\_\_ AM/PM -to- END: \_\_\_\_\_ AM/PM

DEPOSIT: \$\_\_\_\_\_ (Non-refundable. Payable to: \_\_\_\_\_  
By Cash, Check, Credit or Money Order and due with the signing of this contract.)

BALANCE: \$\_\_\_\_\_ (Payable to: \_\_\_\_\_  
By Cash, Check, Credit or Money Order and due upon DJ Arrival.)

OVERTIME: If and when agreeable to the client and the contracted entertainment, the time of engagement may be extended at the overtime rate of **\$ 100.00** per hour, to be paid prior to the overtime period.

CANCELLATION of the engagement by the client for any reason shall forfeit the deposit. Cancellation of the engagement by the client WITHIN 90 DAYS of the date of engagement shall also require payment of the balance to the act, unless the same act is rebooked by the client for an open date within 30 days of the cancelled date. There is a **\$150.00** Cancellation fee.

Provisions: The client ensures that: (A) the client, place of engagement (where the DJ is stationed) is within 25' of two operational 3 prong grounded electrical outlets; (B) the place of engagement is open and available to the DJ at least 2 hours before the scheduled starting time; (C) the place of engagement meets all city, county, state and federal safety regulations and has any and all necessary music licenses and performance permits; (D) reasonable steps will be taken to protect the DJ and his equipment & music collection from any type of abuse, theft or damage resulting from this booking. In the unlikely event of circumstances deemed by the DJ to present a real or implied threat of harm to the DJ's equipment, music or person, the DJ reserves the right to cease performance until the client has resolved any and all threatening situation. (E) The DJ reserves the right to deny any guest access to the DJ's music and/or equipment. (F) JNA Entertainment ensures that your event will run smoothly and worry free, if however an accident were to happen such as damage to our equipment due to an event attendee's misuse, whether it may be on purpose, accidental, or caused by a natural disaster it is your sole responsibility to collect the fine from such attendee, if not collected you are responsible for paying the full price of the damaged equipment within 30 DAYS of the event date. If even then you refuse payment JNA Entertainment will file legal action. (G) Any legal action resulting from a dispute between the parties to this contract must be filed in SALINAS, CALIFORNIA's District Court.

>>Please continue to page 2 of this contract

If, due to death, sudden incapacitating illness, accident or other unforeseeable circumstances and/or acts of God, and the act is unable to perform as contracted, every effort will be made by the agency (if so notified and if time & circumstances permit) to provide a substitute act (subject to approval by the client) to perform in place of the canceling act, at the same fee & terms. If no acceptable substitute act can be found, the agency and the act agree to refund the deposit and any and all payments made by the client. Upon such refund, this contract shall become null & void, and the client shall have no further legal recourse against the act or the agency. If the act is late starting due to unavoidable detention (weather, etc.) the client has the option to add that amount of time to the end of the function at no charge.

\*JNA ENTERTAINMENT HAS A NO REFUND POLICY.

\*\*IF YOUR BALANCE IS NOT PAID BY THE IMMEDIATE COMPLETION OF YOUR EVENT, THERE WILL BE A LATE FEE OF 10% ON THE REMAINING BALANCE.

\*\*\*THIS CONTRACT SHALL BECOME NULL AND VOID IF A JNA ENTERTAINMENT SUPERVISOR HAS NOT SIGNED, DATED, AND AUTHORIZED THIS EVENT BELOW.

I, the undersigned, have read this document and do fully understand and agree to the terms and conditions set forth herein.

Primary Disc Jockey's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Secondary Disc Jockey's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Client's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Client's Legal Full Name (PLEASE PRINT): \_\_\_\_\_

School Principal's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Activity Director's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

-----The following is to completed by a JNA supervisor -----

JNA Entertainment Supervisor Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Authorized: ( ) YES ( ) NO

OFFICE USE ONLY: (FINANCE DEPT) (OFFICE MANAGER USE) CLIENT NUMBER: PAYMENT: DEPOSIT: EVENT DATE: OTHER NOTES:
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