



# BOOKING FORM

Geoff Longstaff T/A The Disco Co

078 28 22 32 42

www.TheDiscoCo.com



By completing and sending this Booking Form, you agree that you are making a **provisional booking**, up until such time as the Deposit, as detailed below, has been received. Should a non-refundable deposit not be received within 7 days from receipt of this booking form then the date and times allocated to your provisional booking will be made available to other clients, and you will need a new quotation should the date still be required. Upon receipt of a Deposit and signed booking form your booking is then considered confirmed and you will be agreeing to abide by our Terms and Conditions.

Client Information	
First name <sup>1</sup>	
Last name <sup>1</sup>	
Full address <sup>1</sup> (inc postcode)	
Contact number <sup>1</sup>	
Email address <sup>1</sup>	
Social media tag / name(s)	

Event Details	
Date of event <sup>1</sup>	
Venue name <sup>1</sup>	
Function room	
Start time <sup>1</sup>	
Finish time <sup>1</sup>	
Name(s) of person(s) celebrating	
Number of guests	
Event type <sup>1</sup>	<input type="checkbox"/> Wedding Reception <input type="checkbox"/> Birthday Party – Age ..... <input type="checkbox"/> Corporate Function <input type="checkbox"/> Staff Party <input type="checkbox"/> Christmas Party <input type="checkbox"/> Other (please specify) ..... <input type="checkbox"/> Surprise Party

### Event Details (contd)

Party games required? <i>Blank means no requirement</i>	<input type="checkbox"/> Children's <input type="checkbox"/> Adult <input type="checkbox"/> Adult (18+) (All prizes supplied by Client, if required)
--	---

### Venue Details

Venue name <sup>1</sup>	
Full venue address <sup>1</sup>	
Venue postcode <sup>1</sup>	
Venue contact name	
Venue contact position	
Venue contact number	
Venue email address	

### Directions

Please give accurate details and/or draw a map on how to get to the venue. Continue on a separate piece of paper if required.

### Dress Code

Please select a dress code for your DJ. <sup>3</sup>  <i>If you leave this blank then Smart Casual will be assumed.</i>	<input type="checkbox"/> Smart casual (Trousers/Shoes/Shirt) <input type="checkbox"/> Shirt and tie <input type="checkbox"/> Black tie <input type="checkbox"/> Other.....
---	---



Additional Requirements (tick box as required)	
Detail	Cost
<input type="checkbox"/> Low level fogger (Dancing on Clouds)	£80 per event *subject to venue approval
<input type="checkbox"/> Moodlighting / Uplighters (Qty: _____)	£5 per light *£300 refundable deposit required
<input type="checkbox"/> Time lapse video + photos	£25 per event
<input type="checkbox"/> Bubble machine	£35 per event *bubble fluid can cause slippery surfaces

Fees	
Performance Fee (19:00 – 00:00 – core hours)	£
Additional Performance Time Outside of Core Hours (10% of Performance Fee per half hour)	£
Additional Requirements	£
Venue's distance from The Disco Co base (DH1 5PY)	miles
Mileage - 150 miles free, £1 per mile thereafter <i>((Miles x 2) subtract 150) x £1.00</i>	£
TOTAL PAYABLE <i>(Performance Fee + Additional Performance Time + Additional Requirements + Mileage)</i>	£
Deposit (non refundable)	£250.00
Balance to be paid prior to the performance date <i>(TOTAL PAYABLE subtract Deposit)</i>	£
PO Number (Preferred Supplier Venues ONLY)	

The Disco Co reserves the right to refuse any booking without prejudice.

Note: By filling this application form electronically, your signature to this document is implied and accepted.

**Please tick to say you agree with images being shared on social media –**

**Please tick to say you have read and agree to the Terms & Conditions<sup>1</sup> –**

On behalf of the Client

Signature:	Date:
Print name:	

On behalf of the The Disco Co

Signature:	Date:
Print name: Geoff Longstaff	

<sup>1</sup> Must be completed; <sup>2</sup> Must be completed (if applicable); <sup>3</sup> Delete as appropriate

## How Did You Find The Disco Co?

Please tell us how you heard of The Disco Co. (tick as appropriate)

- Flyer
- Recommended
- Been at a previous performance
- Wedding Fair, if yes which .....
- Internet Search Engine, if yes which .....
- Internet Search Engine, if yes which .....
- Other (please specify) .....

## Selected Suppliers We Happily Recommend

Hand picked by The Disco Co, based on working with them over many years

### Photography

[www.teesvalleyweddings.com](http://www.teesvalleyweddings.com)  
[www.carrostudio.com](http://www.carrostudio.com)  
[www.davidewilliamsphotography.co.uk](http://www.davidewilliamsphotography.co.uk)  
[www.2tonephotography.co.uk](http://www.2tonephotography.co.uk)

### Magician

[www.northeastmagician.co.uk](http://www.northeastmagician.co.uk)  
[www.corporate-illusion.co.uk/wedding-entertainer-north-east](http://www.corporate-illusion.co.uk/wedding-entertainer-north-east)

### Large Games / Casinos / Driving Simulators .... etc.

[www.prime-ents.co.uk](http://www.prime-ents.co.uk)  
[www.bondparties.com](http://www.bondparties.com)

### Cakes

[www.burnett4cakes.co.uk](http://www.burnett4cakes.co.uk)  
[www.stickysponge.co.uk](http://www.stickysponge.co.uk)

### Photobooth

[www.themobileportraitbooth.com](http://www.themobileportraitbooth.com)  
[www.hireamagicmirror.com](http://www.hireamagicmirror.com)

### Content Creator

[www.dreamdaysocials.com](http://www.dreamdaysocials.com)

### Starlit Dance floors

[www.TwilightEvents.co.uk](http://www.TwilightEvents.co.uk)

### Large Letters

[www.TwilightEvents.co.uk](http://www.TwilightEvents.co.uk)  
[www.cocoluminaire.co.uk](http://www.cocoluminaire.co.uk)

Neon Signs

[www.cocoluminaire.co.uk](http://www.cocoluminaire.co.uk)

Pianist

[www.rayspiano.co.uk](http://www.rayspiano.co.uk)

Caricaturist

[www.barriejamesart.co.uk](http://www.barriejamesart.co.uk)

Saxophonist

[www.stevebone.co.uk](http://www.stevebone.co.uk)

Ice Cream

[www.ice-cycles.co.uk](http://www.ice-cycles.co.uk)

Room Dresser

[www.eternityeventsne.co.uk](http://www.eternityeventsne.co.uk)

[www.fleurcouturefloral.com](http://www.fleurcouturefloral.com)

Candy Floss / Popcorn

[www.candyflossevents.com](http://www.candyflossevents.com)

Dog Chaperone

[www.chucktails.co.uk](http://www.chucktails.co.uk)

[www.waggingtailsweddings.co.uk](http://www.waggingtailsweddings.co.uk)

Wedding Planner

[www.dawnmariewed.co.uk](http://www.dawnmariewed.co.uk)

General Wedding Guidance

[www.northeastbrides.com](http://www.northeastbrides.com)

[www.dawnmariewed.co.uk](http://www.dawnmariewed.co.uk)