



BOOKING FORM

Geoff Longstaff T/A The Disco Co

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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 booking fee, as detailed below, has been received. Should a booking fee not be received within 14 days from receipt of this booking form then the date and time 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 booking fee and signed booking form the booking is then considered confirmed and you will be agreeing to abide by our Terms and Conditions.

Client Information	
First name ¹	
Last name ¹	
Full address ¹	
Postcode	
Telephone number (land line) ¹	
Mobile number	
Fax number	
Email address	

Event Details	
Date of function/event ¹	
Function Room	
Start time ¹	
Finish time ¹	
Name(s) of person(s) celebrating	
Buffet / meal timing (if applicable)	
Party games required? <i>Blank means no requirement</i>	<input type="checkbox"/> Children's <input type="checkbox"/> Adult <input type="checkbox"/> Adult (18+)
Number of guests	

Event Details (contd)	
Function / event type ¹ (Select as appropriate)	<input type="checkbox"/> Surprise party <input type="checkbox"/> Birthday Party – Age
	<input type="checkbox"/> Children's Party – Age Range
	<input type="checkbox"/> Wedding Reception / Engagement Party
	<input type="checkbox"/> Corporate Function
	<input type="checkbox"/> Staff Party
	<input type="checkbox"/> Christmas Party
	<input type="checkbox"/> Other (please specify)

Venue Details	
Venue name ¹	
Full venue address ¹	
Venue postcode	
Venue contact name ¹	
Venue contact position	
Venue telephone number (land line) ¹	
Fax number	
Venue mobile 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. ³ <i>If you leave this blank then Smart Casual will be assumed.</i>	Smart Casual Shirt And Tie Black Tie Other.....

Will there be a band or other entertainment at the event? Yes / No ³

If “Yes”, please complete the details below; if “No” please move to the next section.

We will get in touch with the performer(s) to coordinate timings and requirements etc. to ensure everything goes smoothly.

Band or Entertainer's Details	
Name ²	
Contact name ²	
Address ²	
Postcode	
Telephone number (land line) ²	
Fax number	
Mobile number	
Email address	

Special Information / Musical Preferences
Please give details of any special information regarding the booking, and/or any musical preferences you may have, from “absolute musts” to “absolute must nots”. (e.g. title, artiste, era or style).

Other Information / Requirements
Please use this space for any further information you feel we ought to know

Additional Equipment Requirements (tick box if required)	
Equipment Piece	Cost
<input type="checkbox"/> Smoke machine	£15 per event
<input type="checkbox"/> Bubble machine	£20 per event *bubble fluid may cause slippery surfaces
<input type="checkbox"/> Moodlighting / Uplighters	£10 per light *£300 refundable deposit required

Fees	
Performance fee	£
Additional equipment	£
Venue's distance from The Disco Co base (DH1 5EL)	miles
Mileage - first 50 miles free, 40p per mile thereafter <i>((Miles from DH1 5EL x 2) – 50) x 40p</i>	£
Booking fee (non refundable)	£
Balance to be paid on or prior to the performance date <i>Performance Fee + Mileage – Booking Fee</i>	£

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 have read and agree to the Terms & Conditions¹ – Yes

On behalf of the Client

Signature:	Date:
Print name:	

On behalf of the The Disco Co

Signature:	Date:
Print name: Geoff Longstaff	

¹ Must be completed; ² Must be completed (if applicable); ³ Delete as appropriate

How did you find us?

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

- Yellow Pages
- Flyer
- Competition
- Been at a previous performance
- Recommended
- Google Search Engine
- Yahoo Search Engine
- Lycos Search Engine
- MSN/Live Search Engine
- Other (please specify).....