

# EVENT CONTRACT

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[www.torchlight-entertainment.com](http://www.torchlight-entertainment.com) · [www.facebook.com/TorchLightEntertainment](https://www.facebook.com/TorchLightEntertainment)



## Acknowledgement

I, the undersigned, enter into this mutual contract with Leah Evans-Noland, owner of TorchLight Entertainment, and agree to the following terms as outlined in this document.

I understand that the purpose of this contract is to obtain written confirmation of services rendered, acknowledgment of professional expectation, and set pricing parameters. By signing this document, I am agreeing to have TorchLight Entertainment provide me with any or all of the following services decided upon within our event planning process: DJ, MC, Karaoke, Day of Coordination, or Event Décor Rental + Set Up and Installation Services.

## Pricing Outline & Breakdown:

### Deposit Due at Booking: \$200.00

This deposit reserves the event date and covers additional time needed for set up and removal of equipment. If the event date is changed by the client and TorchLight Entertainment is available on the selected NEW date the deposit is transferred. If the client cancels the event entirely or TorchLight Entertainment is already booked on the NEW date the deposit amount is forfeited, however, any additional payments made to the total event balance are returned to the client.

### Hourly Rate [DJ]: \$200.00

This hourly cost is determined by the amount of time that music is playing for the event. Example: For a wedding, calculations would begin 30 minutes before ceremony start time to include "Prelude Music" while guests are arriving and would conclude at the last song or official send-off following the reception.

Please note this must be at least a minimum of one hour prior to the conclusion of the client's venue rental time to allow for break-down and removal of equipment.

### Hourly Rate [Primary DOC]: \$150.00

This hourly cost is determined by the amount of time the client has assigned specifically to the requested Day of Coordinator tasks such as; timeline management, bridal party/vendor/family/guest coordination, or decor/rentals installation and set-up, in addition to or in lieu of the hourly DJ rate or time that music is playing.

### Hourly Rate [Secondary DOC Staff]: \$75.00

This hourly cost is determined by the amount of additional personnel required to accomplish the needs and requested design expectations of the client in the time-span available at the venue.

### Additional Mileage Fee: \$2.00 /Per Mile

This mileage cost is determined by how many miles the event venue location is outside of a 50-mile radius from the business address for TorchLight Entertainment in Federal Way, WA and doubled to

account for a round trip travel. It only applies to the date of the event booked and any additional trips to the venue are at the discretion of TorchLight Entertainment and the client will not be charged for them. For example: if the venue is 90 miles from the business address it would be calculated;  $90 - 50 = 40 \times 2 = 80 \times \$2.00 = \$160.00$

**Rentals: *Variable***

This cost is determined by the additional decor or available equipment rentals owned by TorchLight Entertainment that the client has requested to assist in customizing the client's vision for their event. These items and prices are listed on the website at [www.torchlight-entertainment.com](http://www.torchlight-entertainment.com) and will additionally be listed on the client's invoice.

**Available Discounts:**

**Venue Preferred Vendor or Direct Client Referral Discount: 20%**

This discount is valid when the client is given our information from a venue, professional vendor or client we have previously worked with on other events and only applies to certain hourly rates calculated on the event invoice. Please note this does NOT apply to the Secondary DOC Staff hourly rate, Deposit or Rentals portion of the invoice.

**Online Promotion Discount: 15%**

This discount is valid when the client is able to acquire our information through any online media such as, Facebook, WeddingWire, The Knot, Website, etc. and only applies to certain hourly rates calculated on the event invoice. Please note this does NOT apply to the Secondary DOC Staff hourly rate, Deposit or Rentals portion of the invoice.

**Retired or Active Military Discount: 15%**

This discount is valid when the client/s themselves are Retired or Active Military. This discount applies to all portions of the invoice and is deducted from the total cost of event services.

**Expectations**

I, Leah Evans-Noland, as owner of TorchLight Entertainment, have high expectations of all my employees and team members who represent my company. Professional and appropriate behavior and attire is required regardless of the formality of the event. All team members are expected to dress business casual for the event in black or black and white similar to catering and bar staff. Additionally, we strive to only play the [clean] radio edited version of any requested song unless otherwise directed by the client themselves. TorchLight Entertainment will NOT hold the client responsible for any damage caused to any sound equipment due to the actions of a guest while under the supervision of a TorchLight employee however, we do maintain the right to exclude the guest responsible from any further interacting with the equipment. The client WILL be charged the replacement cost of any lost, stolen or damaged rentals that are documented in their event invoice.

The client is responsible for paying the aforementioned deposit at the time of booking and the remaining balance, as calculated on their invoice, 30 calendar days prior to the date of the event booked. The client can also make payments towards the balance prior to the event date and an updated invoice showing the payment made will be submitted to the client via email. A copy of the invoice showing "PAID" will also be submitted to the client via email when the final payment is made.

By signing below both parties have agreed to the terms and conditions listed above and enter into a mutual contract for services rendered.

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Leah Evans-Noland

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Signature

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Date

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[Client 1 Please Print]

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Signature

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Date

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[Client 2 Please Print]

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Signature

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Date