

D J M I T C H ' S B O O K I N G F O R M

Phone Mitch on 0400 538189 Business Name: DJ Mitch's Dance Machine. ABN:85513241149

WWW.DJMITCH.COM.AU Emails: party@djmitch.com.au

Customers Name	
Telephone (home or <u>mobile</u>)	
Email address <small>(Postal address only if no email address is available)</small>	
Date of Function	
Type of Function / Function For (first name)	
Approx. number of guests / age range <small>This can be emailed closer to function date if preferred.</small>	
Name & Address of Venue (Party Address)	
DJ Start Time/ DJ Finish Time (if known) <small>You are not charged for setup / packup times. Arrival to setup usually 60 to 90 minutes before starting time.</small>	
DJ Package with DJ Mitch <small>The standard package is the DJ Party Package. Other packages see website. Customised setups also available. Pricing per half an hour, minimum hours fee on website.</small>	DJ Party Package
Small amount of air filled balloons (no cost if required)	Yes / No
Smoke Machine (or a 'Hazer' which is a fine mist smoke machine) <small>(no cost if required for standard/light use, please turn off smoke detectors, read details marked in green below)</small>	Yes / No
Some favourite bands/singers/songs (optional to fill in) <small>This can be emailed closer to function date if preferred.</small>	
Travel Fee (if applicable) Travel fee list on website. <small>(no travel fee for areas within 25km of Geelong city)</small>	
Deposit Paid (\$100 minimum required) <small>Deposit must be received to confirm your booking (unless prior agreement has been made for your booking)</small>	
Total Price	
By completing this booking form you understand and agree to all terms and conditions located on DJ Mitch website. Signature (or type your name for online bookings)	
PARTY ITEMS AVAILABLE <small>see For Sale page latest prices and items available. 15cm thick Glowsticks with necklace attachment (several colors available)</small>	
Bags of 25 mixed color 15cm thick Glowsticks with necklace attachment. More colors available in the mixed bags.	
Very cool colored flashing sequin party hats. <small>Several colors and varieties available - see For Sale page for details. Each hat is listed "A" "B" etc</small>	
Other party items see For Sale page on website.	

SEE WEBSITE FOR SALE PAGE FOR FULL UPDATES ON PARTY ITEMS. Items can also be chosen at the party.

If you would like a smoke machine for your function if so then please confirm that you will have all smoke detectors turned off in the building to ensure no accidental setting off of these detectors as some are sensitive to different elements in the air. If you indicate "yes" then I will reconfirm with you when I am setting up at your function.

The smoke machine even at minimal use adds an extra effect to lasers and lighting in use for your function. Smoke machine at standard or minimal use is no extra charge.

All emails to: party@djmitch.com.au

PAYMENT OPTIONS

Minimum deposit of \$100 must be received within 7 days after completed booking form has been received by DJ Mitch unless agreed to otherwise.
Full amount is also accepted. Deposit amount fully refunded if cancellation 30 days or more from function date.
Within 30 days \$100 deposit is not refundable.
Please email to party@djmitch.com.au to notify of payment, an email will be sent to you once payment has been received.

Cash (a preferred option)

Pay direct to DJ Mitch in Grovedale - ring 52415820, 0400538189 for address and time to come over.

Direct Bank Deposit (preferred)

ACCOUNT NAME **MITCHELL D PILGRIM**
Bendigo Bank BSB NUMBER **633000**
ACCOUNT NUMBER **101801108**
Reference ****IMPORTANT** (use your full name)**

Other Payment Options

* **Personal Cheque** - **must** be cleared before occasion, please email or phone for postal address.
Overseas bank cheques are not accepted.
No personal cheques accepted on the night unless previously fully approved by DJ Mitch.
Make cheque out to: MITCHELL PILGRIM
*(Please **DO NOT** make your cheque out to "DJ Mitch" or "DJ Mitch's Dance Machine")*

* **School/Company/Association Cheque** (can be paid on the night **ONLY** if fully approved when booking)

* **Australia Post Office Money Order**, contact DJ Mitch for postal address.

* I prefer payments not to be done by **PayPal** but if you have to, the option is available but there is a PayPal surcharge of 3%, if paying by this method then be sure that any payments are done more than 5 full working days before function to be absolutely sure payment goes through in time.

If you have to use PayPal then payments to DJ Mitch's PayPal Account is: **djmitch1@hotmail.com**

I accept PAYPAL payment but please make sure your Paypal Account is verified before paying with Paypal otherwise your payment will come through as an eCheque and which may have a 3-5 day clearing period. Please check with Paypal to find out how verify your account.

* **No other payment methods are accepted.**

**** IF THIS IS A MAJOR EVENT / LARGE FUNCTION, YOU MUST SEND THROUGH THE RUNNING SHEET AND HAVE ADEQUATE AREA AVAILABLE FOR MY SETUP AT THE VENUE. ****

DJ Mitch has a Working With Children Check, Public Liability Insurance and Professional Indemnity Insurance, details and copies of these are available at any time upon request.

*** Working With Children Check and Public Liability Insurance documentation can be downloaded from the website 'SPECIALS & DOWNLOADS' page, scroll to the bottom of that page for the links.**

**** DO NOT USE THIS BOOKING FORM FOR WEDDING DJ/VIDEO BOOKINGS, PLEASE DOWNLOAD THE "Weddings Booking Form" AS THIS HAS MANY MORE DETAILS LISTED TO FILL IN. ****

**** VIDEO BOOKINGS (excluding weddings), DOWNLOAD THE "EventsVideoPackage-BookingForm"**

Any other information you need to add: