

Event Information Form

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Event Location		Address	
Guest of Honor's Name	Attire/Costume	# of Guests	Type of Event
Entertainer's Name(s) /Staff		Time Frame of Event	
Table	Electric Requirements	Space Requirements	Other Needs
Client Concerns		Will a meal be provided	Damage Waiver (rentals)

Balloon Decor ONLY

Setup Date	Time	Location of setup	Time decor must be setup by
Tear Down Date and Time			

Rentals ONLY

Delivery Date	Time Frame	Pickup Date	Time Frame

Delivery Approval ---I, the client agree that all items have been delivered according to what has been ordered.

Signature

Pickup Approval— —I, the client am aware that my rental items have been picked up.

Signature

Contract Terms

I, the client agree to the terms and guidelines set forth in this agreement.

Signature

Date

PLEASE PRINT in above blocks or use a PDF signer. We must be able to read the info above. Scan or Email the first 3 pages back to us within 3 days of receiving this contract.

Booking Procedures—NO services are booked without a contract and deposit. Contracts must be signed and sent back within 3 days of emailing this contract.

Confirmation Call/Email—Clients will be contacted within 7 days of the event date to go over all details, confirm payment, and discuss last minute changes. If we do NOT hear back from the client, we will still drive to the event location. If the event is cancelled, you must notify us. NO monies are to be refunded if an event is canceled and we have waited 30 mins at the location.

General Terms—NO smoking is permitted near equipment. Zero tolerance policy for illegal behavior or underage drinking. We will pack up and exit immediately. We reserve the right to inform law enforcement if at any time the safety of our staff, entertainers, DJs, guests or client is in danger. NO client is permitted to threaten, harass or abuse any staff, entertainer or DJ. Clients and guests are NOT permitted to assist in any performance without being allowed on stage. Clients and guests are NOT permitted to assist in handling equipment or unloading/reloading vehicles without permission from the staff or entertainer. Clients and guests are NOT permitted to remove extension cords from outlets without the staff member's permission. Clients are NOT permitted to throw a performer or costumed character into any body of water. Please NOTE—Ensure you agree to exactly what the services you book entail. Your invoice includes the package, items and other specifics.

Taxes, Insurance and Background checks—Organizations requesting a W9 must notify us 1 week or more before your event. Additional insured certificates are handled 1—4 weeks prior to event date. Background clearances on staff are always kept on file and on our website including Protecting God's Children clearance and State police, or COGENT clearances.

Clients are NOT permitted to deny an entertainer or staff member based on their sex, religion or race.

Refunds—Refunds are ONLY given within select circumstances and evidence must be provided via photo or video format that we have not provided services booked. A partial refund will be given for minor issues and if a DJ doesn't show up for example, a FULL refund will be mailed to the client within an agreed upon amount of time. In some cases we will offer FREE services or discounted services. Refund requests must be within 7 days of the event date.

Payments, Retainer, Bounced Checks, Credit Cards—Retainer is required within 7 days and a signed contract must be emailed back within 3 days in order to secure date and services. Bounced Checks will require a \$30 fee paid or limited services will occur. Balances are made 30 days prior to event date unless otherwise specified for corporate and school clients. Credit card payments can be made on services \$500 or more unless otherwise discussed. Money orders can be made, however all fees are the responsibility of the client. Late payments will result in providing less of the services booked or a late fee of \$10/day. Rentals will incur a late fee of \$10/day for every \$1,000 of rentals booked. After 30 days, law enforcement will be notified.

Attire/Costumes-Our staff can match the color of any theme or scheme. We also have company apparel, 20+ styles of suits, neckties and vests. We also have a large line of costumes for any holiday, theme or decade.

Music/Prizes/Giveaways—Our DJs pay for their music and it's illegal to stream or Youtube songs, videos or karaoke. A play list must be discussed in advance to ensure we have songs you require. We do not guarantee having every song, video or karaoke track ever created. Some tracks aren't available due to publishing. Our DJs refrain from playing songs with profanity or harmful messages at events with kids. Some DJs have access to iTunes or internet with music subscriptions to get tracks or videos during an event they may not have. NO weapon or candy prizes are ever given out. Kids under age 5 must have a parent present to receive small prizes. SBENT is not responsible for the use of glow sticks or light up products at events. Giveaways vary based on the event and ages of guests. Notify us if specific giveaways are needed. Separate fees may occur.

Weather/Transportation/Lodging/Event Information—-Clients are responsible for providing a covered shelter, tent or indoor space for DJs and other performers. If we must provide a tent, this must be discussed in advance. Clients may cancel the morning of the event ONLY on specific services and can reschedule to 1 other date based on availability. Retainers and balances are NON refundable and forfeit when paid. Correct address must be given to us and clients must have a phone # the day of the event. We are not responsible for being late if we are given incorrect directions and have tried contacting the client. Planning forms are emailed 2—4 weeks in advance and must include all important event info finalized 3—7 days before event. Lodging and airfare fees may be discussed in advance for long distance or events that are 2 or more days. If a confirmed terror attack occurs or riot, SBENT reserves the right to cancel and reschedule services. We reserve the right to shut down a production or service if lightning or severe weather occurs. We will start again 15 mins after the last lightning strike. Acts of God, Snow, Venue Fire etc... does not guarantee our performance. SBENT reserves the right to cancel at anytime due to snow, severe weather or if our staff's safety is at stake. NO refunds or monies are to be refunded.

Gratuity/Staffing/Hold Harmless of Vendors—-Tips vary on the show and service. Tip amounts are at the discretion of the client and must be split between staff or entertainers working the event. Tips are to be handed to the supervisor of the event. We reserve the right to replace a staff member or DJ of the same quality or better for any reason. This mostly occurs if the staff member becomes ill or an emergency occurs. SBENT cannot be held responsible for the acts of any vendors, venue staff etc... We are not held responsible for the actions of any of our entertainers that are not booked through our contract for your event. SBENT will do our best to find a replacement for staff immediately due to illness, car accident etc.. It's rare we won't have someone, however if we can't find someone, we will refund monies.

Marketing/Performance/Customization/Pricing Confidentiality—Business cards, commercials or other promotional materials may be used at events. We place business cards in a tasteful manner for weddings and other specific events. All equipment, cables, costumes and cases are marked with our company ID tag or labeled in case something is left behind. We try our absolute best to keep the attention of all audience members at shows but are not responsible for guests or kids who don't watch our shows or take part in activities. Services may be customized but in some cases may incur fees. Note that all pricing is to remain confidential between SBENT and Client. Pricing varies for most clients due to promotions, discounts etc.. We are NOT responsible to honor a promotion for a client that is already booked with signed contract. Promotions are ran weekly and we can't guarantee when a promotion will run. If at any time an issue arises, please call us 24/7 or send a text, email or Face Book message. Clients may be included in email newsletters and be contacted via phone or email for future business. Video testimonials or written reviews may be needed after the event. SBENT will not tolerate incomplete or false reviews, slander or statements on any website or social media. Winners of promotional packages are only permitted to one date. If a prize winner cancels their event for any reason, they will be required to pay 50% of the amount of the prize to SBENT prior to 30 days before their event date. If a client cancels within 30 days, they are required to pay the entire prize amount. Please note we give up time, staff and equipment to honor the prize.

Balloons/Rentals/Photo Booths—All balloon decor is setup on site and once the decorator exits the venue, we are not responsible for issues involving popped balloons, or decor destroyed by weather, climate change or guests. Frames must be picked up at the designated time or arrangements must be made in advance to pick up at a clients house or other location. Balloon decor or drops that require specialized rigging or frames, lifts or scaffolding must be discussed in advance. Extra fees may apply. All rental items include descriptions, and photos are on our website. Instruction manuals and how to videos may also be available. Renters must pay a damage waiver in cash in order to secure rentals. This cash will be refunded upon rental pickup if no stains, damages or theft occurs. In the event items are damaged, stained or stolen we are entitled to keep the damage waiver. A copy of the renter's ID or driver's license is needed to be kept on file. SBENT is not responsible for photo booths that are not used. We are not responsible for refunding monies for events with 150 guests and only 10 guests use the booth, for example. Photos, designs and videos are in some cases not exact to what an item or design will look like in person. Some photos may be for reference only for customized work. SBENT is not responsible for kids placing balloons in their mouths.

Generators/Photography/Videography—Generators will incur a fee which varies based on the service or item(s) it must power. SBENT is permitted to photograph or video services and decor for promotional or training purposes. Events with kids at schools and in other select situations will NOT permit us to take photos or video. This protects the rights of the minors.

Charity/Non Profit Work—If SBENT is to provide services or rentals to a charity or cause, a \$50 insurance, gas and administration fee is required. This fee also covers food and beverage for 1 entertainer or staff member the day of the event as well as marketing and social media work we may do for the charity client. If a charity client cancels their services, they will be required to pay 50% of the full price value listed on the invoice more than 30 days prior to the event date. If the client cancels within 30 days of the event, they are responsible for paying the full amount of the price value. We don't mind offering discounts or FREE services to select causes, however in the past we have had charity clients find someone else cheaper or cancel even our donated services. Therefore we block out a date, equipment, buy supplies and book staff and receive no marketing or money to cover our investment and time taken from other clients.

Health/Permits/Licensing/Legal—Our company abides by all laws and venue rules. If at any time police arrive at an event, we reserve the right to shut down and exit location. No refunds are given. Health permits and sales tax licenses are handled prior to the event and a copy is placed with equipment. Music licensing is required by venues, restaurants and festivals. This agreement is made within the laws of the Commonwealth of Pennsylvania. All arbitration must be conducted in the appropriate court within the town of the event or venue. We continuously strive to provide safe practices and include NO smoking signs, fire extinguishers and hazards training to our staff. All supplies are purchased with high quality in mind including non toxic FDA approved paints. Guests and clients MUST notify us in advance of guests with a latex allergy or epileptic concerns. In some productions, Strobe lights, FX and lasers may be used. Clients are responsible of notifying us in advance if we are NOT allowed to use confetti, balloons or fire within their venue or event. Shows and Performances for kids are always tasteful and family friendly. At any time we are permitted to contract outside vendors and separate terms and contracts may occur.

SBENT will not guarantee rain dates unless a fee is paid to secure a 2nd date.

Characters are generic and celebrity impersonators are tribute artists.

SBENT may act as a booking agent or event planner and a speciality contract will be written.

We are here to help bring all of your event needs and entertainment together. This may result in contracting outside vendors who have been carefully pre screened to be represented by SBENT.

Other/Notes/Additional Terms/Modifications