



Entertainment Reservation Form 2010

Client: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell \_\_\_\_\_

Type of event: \_\_\_\_\_ Venue: \_\_\_\_\_

Booking Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Show Time: \_\_\_\_\_ Break Time if Applicable: \_\_\_\_\_

Venue Name: \_\_\_\_\_ Venue Address: \_\_\_\_\_

Venue Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell \_\_\_\_\_

Check off all information that applies to your event booking

Live Entertainment Show Package: \_\_\_\_\_ Budget: \_\_\_\_\_ Price Approved: \_\_\_\_\_

Entertainers: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Package: \_\_\_\_\_

Travel for National Acts to be added to booking fee and priced accordingly/Local Acts traveling over fifty miles from agency office will require a travel expense TBD based on location

Include Roundtrip airfare from \_\_\_\_\_ Lodging \_\_\_\_\_ Ground Transportation: \_\_\_\_\_ Meals \_\_\_\_\_

Interactive Dinner Show \_\_\_\_\_ Name of Show: \_\_\_\_\_ Private \_\_\_\_\_ Tickets \_\_\_\_\_

Notes: Do you require our lighting and sound system? \_\_\_\_\_

If not, are you providing a band or DJ for music back-up? \_\_\_\_\_

Special Requests: \_\_\_\_\_

Is food and drink provided for entertainer? \_\_\_\_\_ Is parking provided? \_\_\_\_\_ Parking Pass \_\_\_\_\_

**Travel, Lodging and or Millage Allowance if applicable to be discussed, customized and added to booking fee on contract**

**Payment Terms:**

- « If you are interested in booking an entertainer, we require a letter of intent/ reservation form, via email or fax with a non-refundable deposit of service fee of \_\_\_\_\_ which is applied to your balance.
- « Deposit may be paid with a credit card, or with a check if a credit card number is on file The entire amount due may be paid with one check. The check must be received ten days prior to booking date unless other arrangements are pre-approved
- « If the entertainers are not available and we cannot fulfill your request, your credit card is never charged.
- « Once the entertainers are placed on hold for 48 hours; a contract will be drafted and sent for signature.
- « A fifty percent deposit is then required with the contract less the \$100.00 service fee as all entertainers are sent a deposit with their contract to secure the date.
- « Your balance would be required 10 days prior to the show, unless other arrangements have been approved
- « **(If paying your balance with credit card, a four percent service fee will be applied to cover credit card processing fees.)**

Please check the appropriate box below

1. \_\_\_\_\_ I (name) \_\_\_\_\_ have read the above terms and I authorize an agent of Double Exposure, Inc. to charge the amount of \$ \_\_\_\_\_ (\$100. per entertainer) to the following credit card to reserve \_\_\_\_\_ name(s) of impersonator or (entertainer's role) requested.

2. \_\_\_\_\_ Attached is my credit card number to hold for security measures. If a check does not arrive three days before my scheduled event, I authorize Double Exposure, Inc. to charge the amount of \$ \_\_\_\_\_ for full payment of entertainer(s).

3. \_\_\_\_\_ A check will be sent in the mail for payment on or before \_\_\_\_\_

Credit Card type: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Security code \_\_\_\_\_ Agency Approval Code: \_\_\_\_\_

X \_\_\_\_\_

Signature of cardholder

Date

Print name

**Please sign and fax back this form to 248-673-9076 Questions call 248-467-995**



**Notes:** List all requested additional entertainers and instructions and requests: