



Carter Productions  
 1116 Lake Lansing Rd  
 Lansing, MI 48910

Phone: 517.243.5172  
 Website: www.carter-productions.com  
 Email: myevent@carter-productions.com

**Entertainment Agreement**

**EInstructions for reserving Carter Productions**

1. Complete and Sign pages 1 and 2 of the "Entertainment Agreement" and keep one copy of each for your records.
2. Return one copy of signed pages 1 and 2 with required deposit.
3. Pay close attention to the return due date in red print of the entertainment agreement.
4. Because of high demand, availability is limited so please call if you cannot meet the return due date in red. We will be more than happy to extend the due date if possible.
5. The planning sheet does not need to be returned at this time. Finalize your plans and return the planning kit to Carter Productions at least 30 days prior to your event date.
6. Make all payments, checks, or Money orders payable to Carter Productions.

*Client / Hall Information*

First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
 First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State / province: \_\_\_\_\_ Zip / postal code: \_\_\_\_\_  
 Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
 Fax number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Type of event: \_\_\_\_\_

Starting time of reception: \_\_\_\_\_ Ending time of reception: \_\_\_\_\_ Time hall close's: \_\_\_\_\_

Hall / venue name: \_\_\_\_\_  
 Contact name: \_\_\_\_\_ Hall / venue phone: \_\_\_\_\_  
 Hall / venue address \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

*Entertainment services & Party options rate*

***(Make all payments to Westing Media Studio)***

D.J. Package Selected I.D. Number: \_\_\_\_\_  
 Karaoke Service Package I.D. Number: \_\_\_\_\_  
 Emcee Service Package I.D. Number: \_\_\_\_\_  
 Equipment Service Option Packages: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Party Option Package Numbers: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

D.J. service package: \$ \_\_\_\_\_  
 Karaoke service package: \$ \_\_\_\_\_  
 Emcee service package: \$ \_\_\_\_\_  
 Equipment service: \$ \_\_\_\_\_  
 Party option package: \$ \_\_\_\_\_  
 Sub total of all services: \$ \_\_\_\_\_  
 Deposit down: \$ \_\_\_\_\_  
 Balance due at reception: \$ \_\_\_\_\_





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**Entertainment Agreement**

The purchaser of the service, hereinafter referred to as "Client," desires to employ Carter Productions to provide entertainment and coordinate sound & lighting activates for one engagement.

To accomplish the aforesaid purposes and in mutual consideration of the obligations entered into under this contract, it is hereby agreed by and between the said Client and Carter Productions entertainment group as follows.

1. Carter Productions entertainment group agrees to provide to the Client for compensation certain entertainment service which may include sound, light shows, music, video and a master of ceremonies to coordinate these entertainment and social activities.
2. In the event that there is a power outage at client's venue, Carter Productions will not run equipment off a generator due to the high risk of equipment damage; however, Carter Productions will stay until the scheduled end time in case power returns. The package price will not be returned to client, even if power does not return before the scheduled end time.
3. The client, in consideration for these services, agrees to pay Carter Productions the deposit with the return of this entertainment agreement. the remaining balance will be due one week prior to the date of the event. \$75.00 dollars will be charged for returned checks, and \$100.00 dollars for a payment made after the date of the event.
4. The deposit reserves your event date, and is applied to the entire Carter Productions entertainment agreement contract price. Client must give in writing at least 60 days notice to any cancellations prior to the event date. Cancellations less than 60 days to the event date will require half the payment of the Carter Productions entertainment agreement contract price, to be due on or before one week prior to event date. If you pay in full and cancel 60 days or more prior to the event date, the total amount paid, minus deposit, will be refunded. Availability and rate must be reconfirmed before rebooking. This entertainment service contract is binding and any changes must be made in writing. If the event is canceled, 60 days or more prior to the event, there will be no penalty other than forfeiture of deposit. All payments must be made by cash, check, or money order and made payable to Carter Productions.
5. This agreement is strictly between Carter Productions and client. And liability is limited to the contract price. Carter Productions and/or any subcontractor thereof shall not be responsible for any harm or damage caused to the facility or any person in attendance. Client agrees to repair or replace any of Carter Production's equipment that is damaged at event function by anyone in attendance. Venue shall lie in the state of Michigan. The person(s) signing for the above event agrees to be personally, jointly, and severally liable for the terms of the contract. If under 18 years of age, the signature of a sponsor is required.
6. Cancellation must be done by certified mail and will only be accepted from the person(s) who signed the entertainment service contract. Interest on unpaid balances will accrue at 1.5% per month. In the event it shall become necessary to collect the herein described sums, or any part thereof, client agrees to pay all costs including reasonable attorney's fees.

Client: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Carter Productions: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_