

{Enter Date}

{Enter DJ Name}
{Enter Name of DJ Company}
{Enter DJ Company Address}

Re: Contract for DJ Services

Dear {Enter DJ Name},

This letter shall serve as a contractual agreement (the "Agreement") between {Enter Name of DJ Company} ("DJ") and Villanova University, for its Student Life Department ("Villanova"). For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, DJ and Villanova, intending to be legally bound, hereby agree as follows:

1. Villanova hereby retains DJ to provide disc jockey services (the "Services") for the date and times listed on the Schedule of Services and Compensation attached hereto as Exhibit A and incorporated herein.
2. In consideration of DJ's satisfactory provision of the Services, Villanova agrees to pay DJ the compensation amount listed in the Schedule of Services and Compensation. A check will be issued upon the completion of the Services on the day/night of the event.
3. Throughout the period which DJ provides services to Villanova under this agreement DJ shall maintain a general liability policy of insurance in amounts and through carriers acceptable to Villanova. A copy of DJ's certificate of insurance evidencing liability coverage and naming Villanova as the certificate holder and as additional insured must be received by Villanova prior to the commencement of the event. The certificate shall also indicate whether the liability policy is written on a "claims made" or "occurrence" basis. In addition, the certificate must indicate that it is the responsibility of the insurance carrier to provide Villanova with 30 days notice prior to canceling or expiration on the insured's policy.
4. DJ hereby agrees to indemnify, defend and hold harmless Villanova, its agents, servants, trustees, students and employees from and against any and all loss, damage, liability or expense, including attorney's fees, including but not limited to all claims for damages on account of or by reason of bodily injury, including death, which may be sustained or claimed to be sustained by any person, and all damages to property, caused by or arising out of or claimed to have been caused by or to have arisen out of the Services provided by DJ or DJ's noncompliance with this Agreement.
5. DJ acknowledges that Villanova will not be responsible for any physical damage occurring to property owned, leased or used by DJ.
6. The individual signing this Agreement for DJ certifies that he/she has the authority to bind DJ to this contract.

Sincerely,

Villanova University

By signing below the parties indicate their intent to be legally bound by the terms of this Agreement.

Villanova University

{DJ Name}

By: _____

By: _____

{Enter Villanova Student Life Representative Name}

{Enter DJ Name}

Date

Date

EXHIBIT A

SCHEDULE OF SERVICES AND COMPENSATION

SERVICES

Services - DJ shall provide trained, experienced capable individual to serve as master of ceremonies, operate equipment, play music and provide other entertainment services for the Event. Services shall include, without limitation the provision of all labor, personnel, materials, equipment (including sound, lighting and electrical), transportation, recorded music and intellectual property licenses and permissions therefor. Services shall include those described in any DJ brochure or proposal attached hereto, excepting any qualifications or conditions contained therein. Services shall be provided in a high quality, professional manner and shall be consistent with the Villanova University Contract Addendum attached hereto.

Event Name _____

Event Date _____

Event Location _____

Base Time Period for DJ Services
(No charge for Setup and Takedown) _____

DJ Starting Time for Setup _____

Event Starting Time for DJ Services _____

Event Ending Time for DJ Services _____

Ending Time for DJ Takedown _____

Name of Villanova Representative _____

COMPENSATION

Base Compensation _____

Hourly Rate for time in excess of Base Time Period* _____
(minimum 1/4 hour increments)

* Only for excess time requested by Villanova