

event
date:



This form is due with the
contract & deposit

Contract Attachment
#11

Charlie Apple D.J.

Please read carefully & respond as needed:

Charlie needs two favors:

1. Please tell the manager/director of the facility in which this affair is being held to set up TWO banquet-type tables on which the D.J. equipment can be placed.



Please also include two chairs behind the table .

2. Please write explicit directions (not simply a map) to the facility on the back of this sheet or on a separate piece of paper so that Charlie can get there from Monroeville, Rt. 65, Rt.28, the Parkway East or West, Rt.279, Rt. 79 or the Pennsylvania Turnpike, whichever is most applicable.



An important item:



Charlie is _____
is not _____
invited to eat dinner/lunch if it is being served.

Please note: _____ Charlie's paid time starts from the time his equipment/services are put into use or from the "Start Time" indicated in these documents, whichever is earlier.

PLEASE ALSO NOTE: for OUTDOOR events, Charlie & his equipment must be provided with adequate protection from rain, sunshine, and other elements.

The employer must have all applicable licenses, building permits, municipal and/or governmental or other entity's authorizations and other such legal requirements for the event covered by these documents on the date of the event.

Thanks for your help.

Please date and initial this form and return along with the contract and deposit.

_____ (initials & date)

- 1. The enclosed rate sheet, indicates your charge for this event to be \$_____.
- 2. Charlie (or his Equipment Handler) will set up his equipment during the one hour immediately before the "Start Time" indicated in these documents for your event. (For example, if you have Charlie scheduled to begin playing at 4 P.M., he will arrive between 3:00-3:15 to set up and be ready to start at 4 P.M.)
If you require him to arrive earlier, please contact him immediately
- 3. These documents indicate 3 possible surcharges: 1/ \$25 for lack of ground-level accessibility 2/ \$50/hour if set-up is required earlier than described above, and 3/ \$50 surcharge if a Downtown Pittsburgh location is used. Add these surcharges on line "I-D" of contract.