

JMC Events UK

Event Booking Form

Please complete the entire booking form, sign and agree to our T&Cs, then return this form with your Booking Fee to JMC Events UK. We can accept the booking form in digital or physical form. Please note that your event will not be booked or secured with us until we have received both this document (completed and signed) and the Booking Fee. If you need assistance with returning this document or paying the booking fee, please ask a member of staff. Thank you for booking with us!

<u>Client Details</u>		<u>Venue Details</u>	
Name: Address:		Name: Address:	
Postcode: Phone Number: Email:		Postcode: Phone Number: Email:	
<u>Event Details</u>			
Event:	Date:	Start Time:	Finish Time:
<u>Package</u>		<u>Alterations/Extras</u>	
Total = £		Total = £	
<u>Payment Details</u>			
Total Event Price:	Balance Paid:	Balance Outstanding:	
£	£	£	
<u>Booking Fee:</u> The Booking Fee is required to book your event in with us. We use this document and the Booking Fee as confirmation of booking. Please note that the booking fee is non-refundable if you cancel our services. (More info on the following page)	£	<u>BACS account details:</u> Name: Jack McGreevy Sort Code: 40-42-04 Account Number: 21794035 Reference: Client name & date of event	
<u>Event Notes</u>			

Terms & Conditions

Below are the main terms and conditions of booking our services. You must read and agree to the terms and conditions set out by us along with paying the entire booking fee in order for us to confirm our booking with you. **For convenience we have highlighted important parts of the T&Cs in bold.** For the purposes of this document, the individual who signs this document is considered the 'client'.

- Booking Fee** – The booking fee is a **minimum of £100** for services that we provide. If the Total Event Price is less than £100, full payment must be made in order to confirm the booking with us.
- Payment** – Once the booking fee has been received, unless stated otherwise on this document, the client will have **until the start time** (stated on this form) of their event to clear their balance. We operate on a **'no pay-no play' policy**, whereby if we have not **received full payment** before the stated event start time the event may be delayed or cancelled at our discretion.
- Payment methods** – Where possible, we accept cash, card or BACS payments. When paying by BACS, it is the **client's responsibility** to ensure **full payment** has been made in time for us to receive it **before their event start time**. We recommend making BACS payments at least 5 working days before their event start date so that we receive it in time. Please note that, as of section 2, if you make the payment but we have **not received it before the start time** of your event, we **may delay or cancel services**. Any refunds that we make will be made via original payment method where possible, if not possible, we will contact the client for further details.
- Client Cancellations** – Once booked, in **all instances where cancellation** is made by the client, the client will **lose their booking fee**. If cancellation is made between **14 days and 48 hours** before the event date, certain **suppliers** we use will still require **full payment**, if this is the case the client will be notified in the 'Event Notes'. If cancellation is made **within 48 hours** of the event date, **full payment will still be required** to avoid loss of JMC Events UK's earnings. If your date is booked by another client after cancellation is made, where possible, JMC Events UK will attempt to refund payments made, excluding money spent on this specific booking.
- JMC Events UK Cancellations** – We reserve the right to **delay, pause or cancel** our services at the event at **any time** if the client or guests of the event breach any clause of this contract. Notice will be given where possible and if JMC Events UK makes the decision to pause, delay or cancel due to a breach of clause 6, **no refund will be issued to the client**. If cancellation is made by JMC Events UK due to sickness, death, war, severe weather conditions or any reason that is out of our control, JMC Events UK will attempt to refund payments made, excluding money spent on this specific booking, and we will do our best to redirect you to a suitable replacement company.
- Abusive/Violent Behaviour** – We operate on a three step, **zero-tolerance policy** (Clause 7). It is the **client's responsibility** to ensure that attendees of the event are aware that we do not tolerate **verbal, physical or cyber abuse or abuse of any other kind towards our staff or equipment**. As stated in clause 5, we reserve the right to delay, pause, or cancel the event **without notice or refund** if any attendee acts violently or abusively towards any staff or equipment associated with JMC Events UK, this includes before, during and after the event times. We expect our operatives and equipment to be allowed to operate in a safe manner, and attendees are expected to be polite and courteous towards staff and equipment belonging to us.
- Zero Tolerance Policy** – Our zero-tolerance policy consists of three steps and **any member of JMC Events UK is allowed** to execute each step in any sequence at any time if they feel they are in danger. This policy is to protect members and equipment of JMC Events UK and other attendees at the event. Where possible, members of JMC Events UK will professionally and discreetly deal with rude or insulting attendees. However, if this does not work, or members of JMC Events UK feel unsafe, we will execute the following steps: **Step 1)** An official verbal warning to the client or individual overseeing the event and, where possible, venue staff/security will be notified. This will outline the individual(s) and their behaviour, it will notify them to deal with or eject the individual(s) from the event. It will also explain our next two steps if the situation escalates depending on the severity of the situation. **Step 2)** Music and services will be paused until the individual(s) is permanently removed from the building. If the individual(s) is removed from the building and members of JMC Events UK are satisfied, the music and services will resume. If the situation is not resolved, we will execute the next step. **Step 3)** Our services at the event will be immediately cancelled, dismantled and removed from the venue. If appropriate, the police will be called, and the individual(s) will be reported.
- Equipment Damage** – It is the **responsibility of the client** to ensure **no damage is caused by any attendees** at the event. In the event where equipment is damaged by an attendee, by default, the client will incur a **fee of £150** to cover insurance repair costs. If possible, the client can direct that charge to the individual(s) who caused the damage. If the **fee cannot be recovered from the individual(s)** who caused the damage, the charge will be **directed back to the client**. If the client refuses to pay the fee, **legal action** will be taken. If the damage is inflicted throughout the event, any member of JMC Events UK reserves the right to **execute step 2 or 3 of the Zero-Tolerance Policy**.
- Venue Requirements** – It is the **client's responsibility to ensure the venue is safe and suitable for our services**. **Unless stated otherwise** on the Event Notes, we require a **dry, indoor space** for all of our services, consisting of 3.5 metres wide, 3 metres deep and 2.5 metres high with at least two power sockets for the disco packages. Our photo booth requires a space of 1 metre wide, 4 metres deep and 2 metres high with at least 1 power socket. Our flower wall requires a space 3.5 metres wide, 1 metre deep and 2.5 metres high. Other service's space requirements can be given on request. The venue must provide a safe, easily accessible loading path. The venue must be at a **reasonable temperature for physical activity**. Power supply and **sockets must be safe**, meet **regulations** and be **fully working** for the duration of the night. If the venue has a **sound limiter**, it must be in clear view from the DJ booth. If effects machines are requested for the booking, JMC Events UK will contact the venue to confirm they are allowed. The venue must **accurately notify** JMC Events UK of any **restrictions** when asked. The Venue must be PPL/PRS licensed and must be an established venue. We do not provide our services in unlicensed venues or private spaces such as houses, gardens or private barns. It is the client's responsibility to honestly notify us of any such venue they are using. We reserve the right to cancel our services for the client and will not issue a refund if we arrive at an unlicensed or unsuitable venue.
- Photos/videos at the event** – JMC Events UK offer photography services for events, and sometimes may wish to take photos and videos of events for **marketing and advertising purposes**; these can also be shared with the client. At the bottom of this document the client can opt-in to having photos and videos captured at their event. If agreed, the **client is responsible** for notifying all attendees at the event of this, as well as **directing any unwilling attendees to JMC Events UK**. Please note that if the box is not ticked, this will **automatically cancel Evening Photography** services for your event.

I agree that I have read and understand the details and Terms & Conditions of this document. I agree that all event details are correct to the best of my knowledge and that, if the actual event details are, or will be different to those that are stated on this document, I will notify JMC Events UK immediately. I also agree that I will be responsible for any costs incurred by damage to equipment.

I agree to allowing photo and video material to be captured by JMC Events UK during the event for marketing and advertising purposes, as well as providing any applicable services for the event. I agree that I will notify attendees of this and direct anybody that does not wish to be photographed to JMC Events UK.

FULL NAME:

SIGNED:

DATE: