



Centre Stage Discos

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BOOKING FORM

It's a big form, but fear not! You only need to give us as much information as you feel is necessary. The more information you give us, the better we will understand your needs. Just fill it in and return it to our address, or you can scan and edit it on your computer then return it via email.

Your Name:

Your Address:

Your Telephone Numbers:

Landline:

Mobile:

Email Address:

Data Protection Note: We do not pass on any of your contact details. They are for our use and remain only on our secure system.

Type of event:

Names: *(i.e. bride and groom, birthday person, etc.)*

Date of event:

Start Time:

Finish Time:

Total duration:

Venue access available from (time):

We require two hours to set up our equipment, but it usually takes less than this. We just find that the extra time is often useful and avoids that last minute rush. It takes less than an hour to dismantle.

If your event includes speeches or food, please be aware that these often overrun. This is especially true at wedding receptions, so you might like us to set up our equipment earlier in the day. This is not a problem, but a small additional cost may be incurred. Please check before you book as delayed starts are not uncommon because of this. We always do our best to arrive in good time at all events.

Venue Name:

Venue Address:

Venue Telephone Numbers:

Landline:

Mobile:

Contact name:

Venue Email Address:

Venue Access Point:

If access to the venue is via a specific entrance which is different to the main entrance, or there are specific requirements for such access, please let us know here.

Please provide a sturdy table (or two) with an approximate size of 6' x 2' for our equipment. Thank you.

Approximate number of guests:

Any special instructions or requirements:

First dance/song:

General style of music required:

As an example, some up-to-date charts, 80s, Bryan Adams, Phil Collins, any requests the guests may have.

We always provide a general mix of music to suit the respective ages present, usually including a bit of cheesy party music.

These days, We often work with playlists. It's a great way for our customers to tell us exactly what kind of music they would like to hear. Some playlists are submitted to us via Spotify, or you could just write a list of songs below or on a separate sheet if you wish.

While we usually know what fills a dance floor and what gets people's feet tapping if they are too shy to dance, it's good for us to know what will best suit your specific needs, especially if it's a particular genre or maybe you want certain artists whose music we don't have a lot of. Our music collection is very extensive and we'll probably have everything you need, but we like to be prepared, please let us know if you require music from any lesser-known artists.

Our playout system keeps a record of all songs played at your event, so let us know if you'd like a copy of this.

Type of music NOT required:

As an example: Don't play cheesy party songs and strictly no Jive Bunny!

It's surprising how many times we are asked not to play a particular song or artist. We need to know this. Songs can hold so many memories and we would hate to play something which hits a raw nerve.

Would you like us to take requests from guests?

YES

NO

If you do not wish us to take requests from people, or if you have your own strict playlist, just let us know in advance.

DJ Presentation Style:

We are always polite, welcoming and chatty on the microphone, but we also like to avoid too much DJ waffle. On rare occasions we are simply asked to play music and only make important announcements. It's true, DJ waffle is just that ... waffle! We are not loud, shouting DJs and don't make use of a roving microphone. Our style is friendly and lively, but never imposing or intrusive. After our usual introductions and first dances, etc., we might use the microphone once every three or four songs as we believe that the music should do most of the talking.

Dress Code:

Is this a formal event? Suit and tie, dickie bow, or that old contradiction, smart-casual? We are always smart for events and your DJ will wear a tie at a wedding, but rarely wears suits. Please let us know if this is a must. One small point: Depending on the event, we may arrive in casual attire, but this will only be while setting up the equipment.

Music Volume:

It's not something we are generally asked about, but is perhaps worth a mention as sometimes venues or guests can have very different needs. Also, some venues have requirements to restrict volume levels if it's close to a residential area. Our music system is loud enough for most venues at almost 3000 watts, but it's more about quality than quantity. We use 'bass bins' and 'tops' as standard and the volume is kept to an appropriate level. Here's an example: An 85 year old birthday girl specifically asked that the disco was not too loud at her party; while the kids at the school prom definitely wanted it much louder. We never feel the need to fully crank up the volume as our system is more than adequate for most venues, but discos are supposed to be loud. Anyway, this is just in case you have specific needs in this area that you wish to tell us about. Perhaps it's an outdoor event where the volume needs to be restricted after a certain time.

The Light Show:

We run a large light show which covers approximately five to six metres across a stage. This can be tailored to suit your needs. Not everybody wants a large light show, so we can reduce this accordingly. To enhance the light show, we also occasionally make use of a subtle smoke effect, but please be aware that most venues will not allow the use of smoke machines of any kind. We never flood the room with smoke.

Games and Party Activities:

We can provide a party game or two as required, so if you would like some games and fun

activities at your event, please discuss this with us first. We can organise these with advance notice. It could be a Mr. & Mr's game for the bride and groom, for instance.

Photography and Video Footage:

This is more for our own use. We sometimes take photos of the crowd and record video footage at events. This is for our own promotional needs and we would never do this if you'd rather we didn't. All footage can be shown if you would like to approve this beforehand.

Peripheral Equipment.

This is mentioned in our Terms & Conditions, but please note we don't usually allow the connecting of peripheral equipment to our disco equipment and certainly not on the day. That is not to say that we would never allow this. Depending on the equipment and the advance notice that such equipment is required, we could include this.

There are good reasons why we would never allow such equipment on the spur of the moment. Certain items require the use of software installation, which would need to be set up in advance and which could also affect our own software. Some software would need a degree of tuition. In any case, we use our own peripheral equipment, which consists of two laptops which are operated by a dedicated VMS5.0 Media Controller.

Public Liability Insurance & Electrical Safety:

We have Public Liability Insurance and all our equipment is fully P.A.T. tested, the documents for which are downloadable from our website at: www.centrestagediscos.co.uk where you can also message us at any time.

Did we miss anything?

Do you have any other specific needs? Use the space below if there is anything else we need to know?

Total Fee:

Deposit Paid:

Date Received:

Balance Due:

Balance Due Date:

Cancellation Fees:

Less than 30 days to the event: Deposit forfeited.

Less than 15 days to the event: 50% of total cost:

Less than 48 hours to the event: 100% of total cost:

(Don't worry, this is mainly for persistent offenders or those who take liberties. A full refund would be made available in most circumstances.)

Payments can be made via cash or bank transfer to:

National Westminster Bank

Account Number: 56771924

Sort Code: 55-50-09

Account Name: FAULKNER J

Other payment methods are available. Please ask.

We require payment in full no less than 14 days before the event.

I agree that I have read in full, and agree to, the terms and conditions attached to this booking form.

Signed (Client):

Date:

Signed (Centre Stage Discos):

Date: