



P. O. BOX 71708 --- CLIVE, IOWA 50325  
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## SERVICE AGREEMENT (CONTRACT)

Contracting organization or party: \_\_\_\_\_  
(for weddings please list full names of bride/groom)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Event date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Day of week: SU MO TU WD TH FR SA (circle one)

Equipment set-up time: \_\_\_\_\_ Dinner music start time: \_\_\_\_\_  
(Allow one hour prior to guest arrival time)

Guest arrival time: \_\_\_\_\_ Dance starting time: \_\_\_\_\_

Approximate crowd size: \_\_\_\_\_ Dance ending time: \_\_\_\_\_

Age range of crowd: \_\_\_\_\_

Address of event: \_\_\_\_\_ County: \_\_\_\_\_

Hall phone (if any): \_\_\_\_\_ Hall contact person: \_\_\_\_\_

Comments: \_\_\_\_\_

**Cost:** Up to \_\_\_\_\_ hours of uninterrupted entertainment will be provided for the fee... \$ \_\_\_\_\_

Fill in a "U" for hours if you have an UNLIMITED hours package.

### Extra add ons:

- + Deluxe Karaoke System \$ \_\_\_\_\_
- + Digital Photography \$ \_\_\_\_\_
- + Personalized Color Table Song Request Cards \$ \_\_\_\_\_
- + Deluxe Light/Sound System \$ \_\_\_\_\_
- + Extra Ceremony Sound System \$ \_\_\_\_\_
- + Videography Service \$ \_\_\_\_\_
- + Computerized Slide Show or Video Projection Service \$ \_\_\_\_\_
- + Mileage Fee Depending Upon County \$ \_\_\_\_\_
- + Other: \_\_\_\_\_ \$ \_\_\_\_\_

= Cost for your Fun-Filled and Entertaining event \$ \_\_\_\_\_

- \$100 discount if entire balance of event is pre-paid at actual booking time \$ \_\_\_\_\_

**Note: \$100 discount only applies if booked 6 months in advance of the event!**

= Cost after discounts for your Fun-Filled and Entertaining event \$ \_\_\_\_\_

- Retainer's fee to reserve your event (enter amount, minimum \$300.00) \$ \_\_\_\_\_

= Total balance due (a minimum of 30 days prior to your event) \$ \_\_\_\_\_

**NOTE: Optional gratuity is not included in fee and should be based upon entertainer's performance.**

If this Service Agreement is acceptable to you, please sign and date below and then return this Agreement along with your retainer's fee **within 2 weeks**. A photocopy of this Agreement will be returned to you for your records, along with our signature, once we receive your retainer's fee and signed Agreement.

Client's signature: \_\_\_\_\_ Entertainer's signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Retainer's fee Terms:** SHOWTIME ENTERTAINMENT agrees to provide a Fun-Filled and Entertaining event for the organization or party on the indicated date, time, location and for the fee listed on the previous page. Note: An advance retainer's fee of \$300.00 is required in order to reserve the date of your event. You may pay more than \$300.00, which will be subtracted from your outstanding balance or you may pay the entire amount if you desire. Also, the **\$300.00 minimum retainer's fee is non-refundable** in case of cancellation by the contracting party (you).

**Booking Payment Methods:** You may pay the total balance at booking time, so that there remains no outstanding balance or you may pay the \$300.00 retainer's fee with the remainder to be paid in full one month (30 days) prior to the date of your event. We accept personal checks, money orders or you may use a valid major credit card in conjunction with PayPal, via our website at [www.bookshowtime.com](http://www.bookshowtime.com).

**Pre-Payment:** If you pre-pay the entire balance of your event at the actual booking time, you will receive a \$100 discount off of your balance due for your event. **Note: Must be at least 6 months between booking date and your event date for discount offer to be valid.** If you are pre-paying using PayPal, you must notify us to provide you with the exact payment information.

**Make checks or money orders payable to:** SHOWTIME ENTERTAINMENT.

**Returned check penalty:** All returned checks will result in a \$40.00 penalty fee.

**NOTE: If your event is booked as UNLIMITED hours, the Overtime clause does not apply.**

**Overtime:** At your event, each additional hour of Entertainment will be \$100.00 per hour.

**OVERTIME MUST BE PAID UP FRONT, PRIOR TO THE START OF OVERTIME!**

**Final Payment of Balance Due (please read carefully for full understanding):**

**Note: Final payment must be made in full one month (30 days) prior to the date of your event. Please have your payment for the ending balance mailed at least 35 days prior to the date of your event so that we receive your payment one month prior to your event.**

**Late payment penalty:** Failure to remit the final payment by the deadline date (one month prior to your event) will result in a penalty of 2% of the balance due per day, starting the deadline date until the day your payment is postmarked on your remittance envelope. You will be billed any additional penalty amount and must remit this amount immediately (within 10 business days). Failure to do so will result in litigation.

#### **Additional Terms:**

Notice of 24 hours from the start time of the event must be given by either party in the event of a cancellation for any reason. Failure to notify us within 24 hours of your event of cancellation will result in a **100%** penalty of the entire balance of the event and will be due to **Showtime Entertainment immediately**. The reason for cancellation of your event will be considered by **Showtime Entertainment** and a decision will be made to determine if the balance due will be discounted or waived. If the starting time of your event is delayed because of circumstances beyond the control of **Showtime Entertainment**, such as hazardous weather, poor road conditions, mechanical problems, acts of God, War, fire, or any uncontrollable reasons, **Showtime Entertainment** will attempt to fulfill this Service Agreement by adjusting the time or the fee accordingly, in order to satisfy you. In addition, **any event cancelled by you within 30 days of your event will result in 1/2 of the total balance of the event due payable to Showtime Entertainment.**

**Showtime Entertainment** shall not be liable for any damage, loss or injury to any person or property (including customer) arising out of or resulting from any act of omission of **Showtime Entertainment**, except such as may result from **Showtime Entertainment's** negligence or willful misconduct. **Showtime Entertainment** shall not be liable for any amount that would exceed the amount of the retainer's fee. **Showtime Entertainment** will not tolerate inappropriate behavior of attending guests. Any such behavior that might cause harm to the equipment and/or staff of **Showtime Entertainment** may warrant immediate termination of the event, with no refund of any fees by **Showtime Entertainment** and the entire event balance due still to be payable to **Showtime Entertainment**.

By signing this agreement, you also give **Showtime Entertainment** the right to take pictures and/or video tape your event in which we may use for promotional and other business purposes. **Showtime Entertainment** reserves the right to allow entertainer trainees to attend the event for the further development of trainee's skills. Also, entertainers should not be expected to release tables for dinner one by one or be required to move tables, chairs, dance floor etc... before, during or after the event.

**NOTE: Optional gratuity is not included in fee and should be based upon entertainer's performance.**

#### **Requirements:**

We require the following at each event: 1 - Standard AC Outlet (with 2 plugs), 1 - 6 to 8 foot table (preferably skirted) and a **minimum of 10 feet** between the wall and the dance floor to set up our equipment. Thanks!!!

If this Service Agreement is acceptable to you, please sign and date on the other side of this Service Agreement and then return it along with your retainer's fee (or entire balance) **within 2 weeks to reserve your date**. Your Event Planner(s), if applicable, may be returned also, if completed, but must be returned no later than one month prior to your event. A photocopy of this Service Agreement will be returned to you for your records, once we receive your retainer's fee and signed Agreement. **Note:** If you need more time, please feel free to contact us.

***Thank you for choosing Showtime Entertainment!!!***

***For more information...***

***please visit our website: [www.bookshowtime.com](http://www.bookshowtime.com)***

***or email us at: [showtym@mchsi.com](mailto:showtym@mchsi.com) or call us at (515) 208-1782***