



# BOOKING FORM

Geoff Longstaff T/A The Disco Co

078 28 22 32 42

[www.TheDiscoCo.com](http://www.TheDiscoCo.com)



By completing and sending this Booking Form, you agree that you are making a **provisional booking**, up until such time as the Deposit, as detailed below, has been received. Should a Deposit not be received within 14 days from receipt of this booking form then the date and times allocated to your provisional booking will be made available to other clients, and you will need a new quotation should the date still be required. Upon receipt of a Deposit and signed booking form your booking is then considered confirmed and you will be agreeing to abide by our Terms and Conditions.

## Client Information

First name <sup>1</sup>	
Last name <sup>1</sup>	
Full address <sup>1</sup> (inc postcode)	
Contact number <sup>1</sup>	
Email address <sup>1</sup>	
Social media tag / name(s)	

## Event Details

Date of event <sup>1</sup>	
Venue name <sup>1</sup>	
Function room	
Start time <sup>1</sup>	
Finish time <sup>1</sup>	
Name(s) of person(s) celebrating	
Number of guests	
Event type <sup>1</sup>	<input type="checkbox"/> Wedding Reception <input type="checkbox"/> Birthday Party – Age ..... <input type="checkbox"/> Corporate Function <input type="checkbox"/> Staff Party <input type="checkbox"/> Christmas Party <input type="checkbox"/> Other (please specify) ..... <input type="checkbox"/> Surprise Party

### Event Details (contd)

Party games required? <i>Blank means no          requirement</i>	<input type="checkbox"/> Children's <input type="checkbox"/> Adult <input type="checkbox"/> Adult (18+) (All prizes supplied by Client, if required)
--	---

Venue Details	
---------------	--

Venue name <sup>1</sup>	
Full venue address <sup>1</sup>	
Venue postcode <sup>1</sup>	
Venue contact name	
Venue contact position	
Venue contact number	
Venue email address	

Directions

Please give accurate details and/or draw a map on how to get to the venue. Continue on a separate piece of paper if required.

Dress Code	
------------	--

Please select a dress code for your DJ.<sup>3</sup>

*If you leave this blank then Smart Casual will be assumed.*

<input type="checkbox"/>	Smart casual
<input type="checkbox"/>	Shirt and tie
<input type="checkbox"/>	Black tie
<input type="checkbox"/>	Other.....

Will there be a band or other entertainment at the event? Yes / No <sup>3</sup>

If “Yes”, please complete the details below; if “No” please move to the next section.

We will get in touch with the performer(s) to coordinate timings and requirements etc. to ensure everything runs smoothly.

Band / Entertainer's Details	
Name <sup>2</sup>	
Contact name <sup>2</sup>	
Address <sup>2</sup> (inc postcode)	
Contact number <sup>2</sup>	
Email address	

Musical Preferences
Please give details of any special information regarding any musical preferences you may have, from “absolute musts” to “absolute must nots”. (e.g. title, artiste, era or style).

Other Information / Requirements
Please use this space for any further information you feel we ought to know

Additional Requirements (tick box as required)	
Detail	Cost
<input type="checkbox"/> Low level fogger (Dancing on Clouds)	£80 per event *subject to venue approval
<input type="checkbox"/> Moodlighting / Uplighters (Qty: _____)	£5 per light *£300 refundable deposit required
<input type="checkbox"/> Time lapse video + photos	£25 per event
<input type="checkbox"/> Bubble machine	£35 per event *bubble fluid can cause slippery surfaces

Fees	
Performance Fee (19:00 – 00:00 – core hours)	£
Additional Performance Time (£75 per half hour)	£
Additional Requirements	£
Venue's distance from The Disco Co base (DH1 5PY)	miles
Mileage - 150 miles free, £1 per mile thereafter <i>((Miles x 2) subtract 150) x £1.00</i>	£
TOTAL PAYABLE <i>(Performance Fee + Additional Performance Time + Additional Requirements + Mileage)</i>	£
Deposit (non refundable)	£200.00
Balance to be paid prior to the performance date <i>(TOTAL PAYABLE subtract Deposit)</i>	£
PO Number (Preferred Supplier Venues ONLY)	

The Disco Co reserves the right to refuse any booking without prejudice.

Note: By filling this application form electronically, your signature to this document is implied and accepted.

**Please tick to say you agree with images being shared on social media – ☐**

**Please tick to say you have read and agree to the Terms & Conditions<sup>1</sup> – ☐**

On behalf of the Client

Signature:	Date:
Print name:	

On behalf of the The Disco Co

Signature:	Date:
Print name: Geoff Longstaff	

<sup>1</sup> Must be completed; <sup>2</sup> Must be completed (if applicable); <sup>3</sup> Delete as appropriate

### How Did You Find The Disco Co?

Please tell us how you heard of The Disco Co. (tick as appropriate)

- ☐ Flyer
- ☐ Recommended
- ☐ Been at a previous performance
- ☐ Wedding Fair, if yes which .....
- ☐ Internet Search Engine, if yes which .....
- ☐ Other (please specify) .....

### Selected Suppliers We Happily Recommend

Hand picked by The Disco Co, based on working with them over many years

#### Starlit Dance floors

[www.TwilightEvents.co.uk](http://www.TwilightEvents.co.uk)

#### Large Letters

[www.TwilightEvents.co.uk](http://www.TwilightEvents.co.uk)

[www.cocoluminaire.co.uk](http://www.cocoluminaire.co.uk)

#### Neon Signs

[www.cocoluminaire.co.uk](http://www.cocoluminaire.co.uk)

#### Cakes

[www.burnett4cakes.co.uk](http://www.burnett4cakes.co.uk)

[www.stickysponge.co.uk](http://www.stickysponge.co.uk)

#### Photobooth

[www.snaparazziphotoboos.co.uk](http://www.snaparazziphotoboos.co.uk)

[www.crazy-pix.co.uk](http://www.crazy-pix.co.uk)

#### Photography

[www.davidewilliamsphotography.co.uk](http://www.davidewilliamsphotography.co.uk)

[www.2tonephotography.co.uk](http://www.2tonephotography.co.uk)

[www.carrostudio.com](http://www.carrostudio.com)

[www.timstewart.co.uk](http://www.timstewart.co.uk)

[www.edwardashleyphotography.co.uk](http://www.edwardashleyphotography.co.uk)

#### Magician

[www.northeastmagician.co.uk](http://www.northeastmagician.co.uk)

[www.corporate-illusion.co.uk/wedding-entertainer-north-east](http://www.corporate-illusion.co.uk/wedding-entertainer-north-east)

[www.graemeshaw.com](http://www.graemeshaw.com)

[www.andylarmouth.com](http://www.andylarmouth.com)

Large Games / Casinos / Driving Simulators .... etc.

[www.prime-ents.co.uk](http://www.prime-ents.co.uk)

[www.lmsentertainments.co.uk](http://www.lmsentertainments.co.uk)

Pianist

[www.rayspiano.co.uk](http://www.rayspiano.co.uk)

Saxonphonist

[www.stevebone.co.uk](http://www.stevebone.co.uk)

Balloonologist (Modelling)

[www.buddys-balloons.co.uk](http://www.buddys-balloons.co.uk)

Room Dresser

[www.eternityeventsne.co.uk](http://www.eternityeventsne.co.uk)

Candy Floss / Popcorn

[www.candyflossevents.com](http://www.candyflossevents.com)

Wedding Planner

[www.dawnmariewed.co.uk](http://www.dawnmariewed.co.uk)

General Wedding Guidance

[www.northeastbrides.com](http://www.northeastbrides.com)

[www.dawnmariewed.co.uk](http://www.dawnmariewed.co.uk)