D BATCHELOR ENTERPRISES

Event Hire DJ and MC Booking Form

Request a quote or callback for your event. Complete the relevant sections and email this form to DBE. Dates and services are subject to written confirmation.

Customer and event details

Customer name or organisation

_____

Phone Email

_____

Preferred contact ☐ Phone ☐ Email Best time to contact: _____

Event type ☐ Wedding ☐ Engagement ☐ Birthday ☐ Anniversary
☐ Corporate function ☐ Formal or presentation ☐ Community event
☐ Other: _____

Event date Approximate guest numbers

_____

Venue name and full address

_____

_____

On the day contact and mobile

_____

Services requested

☐ DJ ☐ MC ☐ DJ and MC ☐ Equipment hire ☐ Delivery ☐ Setup and pack down

Hire enquiry ☐ Speakers ☐ Microphones ☐ Lighting ☐ Sound system
☐ Tables or chairs ☐ Marquee ☐ Dance floor ☐ Portable toilet
☐ Other: _____

Please list quantities and details on page 2. Equipment availability will be confirmed in your quote.

Estimated budget if known

_____

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Event timing and equipment

Customer name Event date

_____

Schedule

Venue access and setup time Guest arrival time

_____

DJ start and finish times MC start and finish times

_____

Pack down and collection time Venue closing or sound curfew

_____

Equipment and access

Requested hire items and quantities

_____

_____

_____

Event location ☐ Indoors ☐ Outdoors ☐ Both

Power supply and equipment already available at the venue

_____

_____

Loading access parking stairs or lift details

_____

_____

Outdoor shelter and wet weather arrangements

_____

_____

Music preferences

Preferred genres artists and atmosphere

_____

_____

Must play songs and songs to avoid

_____

_____

Guest song requests ☐ Yes ☐ No Explicit lyrics ☐ Allowed ☐ Clean versions only

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Wedding details and event run sheet

Complete the wedding section if relevant. Attach a separate run sheet or playlist if you need more space.

Wedding or engagement details

Couple names and pronunciation

_____

Wedding party names and introductions

_____

_____

Entrance song First dance song

_____

Cake cutting song Other special songs or moments

_____

MC announcements and timing

Time and activity including speeches formalities and announcements

_____

_____

_____

_____

Special instructions accessibility needs or cultural preferences

_____

_____

Customer request

I confirm these details reflect my current event enquiry. This form is a booking request. DBE will provide availability, pricing and booking terms separately for acceptance.

Customer name or signature Date

_____

DBE office use

Enquiry reference: _____ Quote reference: _____
Quote total: $_____ Deposit requested: $_____
Balance: $_____ Balance due date: _____
☐ Availability checked ☐ Quote sent ☐ Terms accepted ☐ Booking confirmed