



kuiw@uiwtx.edu 210-805-KUIW (5849)

ON-CAMPUS EVENTS FOR NON-UIW ORGANIZATIONS

A 5 day advanced noticed is required for booking

Event:

Location:

Date:

Duration:

Setup Time:

Music Genre(s):

Emcee: YES/NO

Microphone Required: YES/NO

DJ(s) requested:

Every effort will be made to provide the requested DJ. If that DJ is not available for your event, it will be at the discretion of KUIW to send the next available DJ to fulfill this contract. Payment in cash is due either in advance or on the day of the event or on a date agreed upon by the client and the Operations Manager personally. If the client cannot make payment the day of, they have 24 hours to make due. If not paid in full on this day the client will be charged + \$5 a day after this 24 hr period has expired. The DJ has the right to refuse service until payment is made or a payment date has been reached between you, the client and the OM. The client has the right to request a copy of this contract.

I (we) _____ are requesting KUIW DJ services
(Print name and/or organization)

for _____ hours at **\$35** per hour (**2** hour minimum) for a total of \$_____.

Date to be paid by: _____

Client's Name (Print) and Contact Information (Phone and/or E-mail)

Client's Signature

Date

Received by KUIW Operations Manager (Juleen Sanftner)

Date