

Entertainment Reservation Form

Client: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell \_\_\_\_\_  
Type of event: \_\_\_\_\_ Venue: \_\_\_\_\_  
Booking Date: \_\_\_\_\_ Time: \_\_\_\_\_ Venue Contact: \_\_\_\_\_  
Entertainers: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

Notes: Do you require our lighting and sound system? \_\_\_\_\_  
If not, are you providing a band or DJ for music back-up? \_\_\_\_\_  
Special Requests: \_\_\_\_\_  
Is food and drink provided for entertainer \_\_\_\_\_ Is parking provided? \_\_\_\_\_

Payment Terms:

- « If you are interested in booking an entertainer, we require a letter of intent/ reservation form via email or fax with a non-refundable deposit/service fee of \$100.00, which is applied to your balance.
- « Deposit may be paid with a credit card, or with a credit card number on file, the entire amount due may be Paid with one check. The check must be received ten days prior to booking date.
- « If the entertainers are not available and we cannot fulfill your request, your credit card is never charged.
- « Once the entertainers are placed on hold for 48 hours; a contract will be drafted for signature.
- « A fifty percent deposit is required with the contract less the \$100.00 service fee as all entertainers are sent a deposit with their contract to secure the date.
- « Your balance would be required 10 days prior to the show, unless other arrangements have been approved
- « (If paying your balance with credit card, a three percent service fee will be applied to cover credit card processing fees.)

Please check the appropriate box below

1. \_\_\_\_\_ I (name) \_\_\_\_\_ have read the above terms and I authorize an agent of Double Exposure, Inc. to charge the amount of \$ \_\_\_\_\_ (\$100. per entertainer) to the following credit card to reserve \_\_\_\_\_ name(s) of impersonator or (entertainer's role) requested.
2. \_\_\_\_\_ Attached is my credit card number to hold for security measures. If a check does not arrive three days before my scheduled event, I authorize Double Exposure, Inc. to charge the amount of \$ \_\_\_\_\_ for full payment of entertainer(s).
3. \_\_\_\_\_ A check will be sent in the mail for payment on or before \_\_\_\_\_

Credit Card type: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_  
Security code \_\_\_\_\_

X \_\_\_\_\_  
Signature of cardholder \_\_\_\_\_ Date \_\_\_\_\_ Print name \_\_\_\_\_

Please sign and fax back this form to 248-673-9076 Questions call 248-467-995



**Notes:** List all requested additional entertainers and instructions and requests: