

DJ Ulabarro LLC

Service Agreement

Thank you for choosing DJ Ulabarro LLC to be part of your celebration. It is an honor to support such a meaningful day, and we are committed to providing professional, reliable, and enjoyable DJ services so you can relax and fully enjoy your event. This Service Agreement outlines the services provided and the expectations for both parties to ensure a smooth and successful event.

DJ Ulabarro LLC agrees to provide professional DJ services, including the following:

Day of Event Support

- Professional and engaging Master of Ceremonies (MC) services
- Clean, event-appropriate music throughout the event
- Careful attention to client music preferences
- Best efforts to accommodate guest song requests during the event

Setup & Presentation

- DJ tables with black table linens
- DJ-provided canopy for sun shade at outdoor events (not suitable for rainy conditions)
- A complete professional sound system

Every effort will be made to deliver a polished, fun, and seamless experience that supports the flow and celebration of your event.

Event Planning & Coordination

To ensure your event day runs smoothly, the purchaser agrees to provide a general event timeline, including key moments such as the ceremony, grand entrance, first dances, toasts, and any special announcements, prior to the event. We are happy to work with the couple, coordinator, or venue as needed to support a well-organized celebration.

Client & Venue Responsibilities

- Venue access 1 hour and 30 minutes prior to the event start time for equipment setup
- Venue access for up to 1 hour after the event for equipment breakdown and load-out
- A grounded three-prong power outlet within 50ft of the DJ staging area/areas

Outdoor & Weather Considerations

If rain is in the forecast, a permanently dry and covered area is required for DJ and sound equipment. This protects sensitive electronic equipment and ensures uninterrupted service during your celebration.

Additional Requirements

- Wi-Fi network name and password, if available, to assist with guest music requests
- One to two table linens if DJ Ulabarro LLC's black linens do not match the event's color scheme

Guest Conduct & Equipment Care

The purchaser agrees to ensure that guests do not interfere with or handle DJ equipment. Damage caused by guests may be the responsibility of the purchaser.

Venue Rules & Sound Restrictions

DJ Ulabarro LLC will comply with all venue rules, sound limitations, and curfews. The DJ cannot be held responsible for restrictions imposed by the venue that may affect volume levels or performance duration.

Overtime & Extended Services

Events extending beyond 10:00 PM or the agreed service period may be subject to overtime charges. If additional time beyond the contracted service period is requested on the day of the event, overtime may be granted at a rate of \$50 per hour, subject to DJ availability. Payment for any overtime is due at the time the request is made and must be received before services are extended.

Fees & Payments

Reservation Fee: A non-refundable but transferable reservation fee of \$50 is required to secure your event date.

- If the event is canceled, the reservation fee will not be refunded
- The reservation fee may be transferred to a new date, subject to DJ availability
- Booked or blackout dates are not subject to transfer availability
- The reservation fee may be transferred to a new venue within 60 miles of DJ Ulabarro LLC's base location (Happy Valley, OR 97015), subject to DJ availability
- If DJ Ulabarro LLC must cancel for any reason unrelated to changes made by the purchaser, the reservation fee will be fully refunded
- The reservation fee will be applied toward the total cost of DJ services and may be transferred to another recipient or service

Remaining Balance: The remaining balance is due before or upon arrival on the event date.

Accepted Methods of Payment

Preferred (no additional fees): Cash, Zelle, Apple Pay, PayPal, Venmo

Additional methods: Credit or debit card (2.75% processing fee applies)

Not accepted: Paper checks, money orders, and cashier's checks

Force Majeure (Events Beyond Control)

DJ Ulabarro LLC shall not be held liable for failure to perform due to circumstances beyond reasonable control, including but not limited to severe weather, power failure, acts of God, emergencies, or other unforeseen events that make performance impossible or unsafe.

To provide services:

DJ Ulabarro LLC — Jorge Ulabarro
Happy Valley, OR 97015
Cell# 360-904-4587

Email DJUlabarro@gmail.com

Event & Contact Details

PURCHASER NAME	VENUE NAME
CITY, STATE, ZIP	VENUE ADDRESS
PHONE	VENUE CITY, STATE, ZIP
EMAIL	VENUE PHONE
ROLE OF EVENT (Bride, Groom, Coordinator, etc.)	VENUE TYPE (Home, Business, Public Park, etc.)
DATE OF EVENT	DAY OF EVENT (Friday, Saturday, Sunday)
START TIME OF EVENT	END TIME OF EVENT
NUMBER OF ESTIMATED GUESTS	HOW DID YOU HEAR ABOUT US?
INDOOR OR OUTDOOR?	DRESS ATTIRE?

Package Selection

☐ **Basic Package** — Reception Services Only — \$975

☐ **Deluxe Package** — Ceremony & Reception Services — \$1,150

Extended play / overtime — hours past 10 PM _____ × \$50 = _____

OFFICE USE ONLY

RESERVATION FEE OF \$ _____ PAID ON (DATE) _____ VIA _____ TO BE APPLIED TO THE TOTAL OF \$ _____

BALANCE OF \$ _____ DUE ON OR BEFORE (DATE) _____ VIA _____

SIGNATURE — Jorge Ulabarro, DJ Ulabarro LLC

SIGNATURE — Purchaser

This document is a template service agreement and does not constitute legal advice. DJ Ulabarro LLC and the purchaser are encouraged to have this agreement reviewed by independent legal counsel before signing.