



Hamlin Event Musicians Entertainment Agency

5615 Grand Avenue - Duluth, MN 55807  
(218) 624-2619 - fax (218) 624-4175

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

**Event Date:** \_\_\_\_\_

**Event Type** (wedding ceremony, reception, dance, party, annual dinner, etc):  
\_\_\_\_\_

**Event Contact Name** \_\_\_\_\_

Mailing Address \_\_\_\_\_

city/state \_\_\_\_\_ zip \_\_\_\_\_

**PHONE NUMBERS:**

Work \_\_\_\_\_ Home \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

**Time Start:** \_\_\_\_\_ **Time End:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Instruments/Entertainers:** \_\_\_\_\_

**Specific Requests:** \_\_\_\_\_

**Additional:** \_\_\_\_\_

The following shall confirm the agreement between Hamlin Event Musicians Entertainment Agency and the above mentioned contact:

1. Employment. The Company (we) shall provide, and you shall hire the services of Hamlin Event Musicians Entertainment.
2. Duties. The company (we) shall provide services at your event as agreed upon. Said services are set forth herein.
3. Compensation.

Entertainment Package includes one \*consultation with "Hamlin Event Musicians" (HEM) and one performance at one location. Added time at event or music is at agreed cost.

Optional Additions\*\* to package:

1. Musician(s) performance fee \$\_\_\_\_\_
2. Printed Music. \$\_\_\_\_\_
3. Music needing arrangement for musicians (\$40 each) \$\_\_\_\_\_
3. Rehearsals: \$\_\_\_\_\_ per rehearsal or \$\_\_\_\_\_ per hour.
5. Mileage: \$0.50 per mile per car. \$\_\_\_\_\_.

**TOTAL PRICE QUOTE AS OF DATE OF AGREEMENT : \$\_\_\_\_\_**

You shall pay us for our services the sum of:

Price Quote: \$\_\_\_\_\_

**Required Deposit: \$\_\_\_\_\_**

Agreed amount or 50% of total price shall be paid as a deposit, which is due upon inquiry. Musicians are not committed to perform until both the deposit and balance are each paid. Balance is due thirty (30) days prior to the event. If cancelled prior to the event, within eight (8) weeks or less, the entire balance is due upon cancellation.

A 1.5% per month finance charge is added to all accounts not paid within thirty (30) days prior to the event. If HEM must pursue legal remedies to collect the account, all fees, costs, expenses and reasonable attorney's fees shall be paid by who signs below. The above named person(s) are jointly and severally liable on this contract.

\*Consultation may be over the phone, email, or in person regarding details such as instrumentation or music selections.

**\*\*Any amendments to this contract must be in writing and signed by all parties.**

**\*please use attached form for wedding music selections**

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TERMS AND CONDITIONS

THIS CONTRACT is for the personal services of an entertainer for the engagement described above, etween the undersigned purchaser of entertainment (hereinafter called "Client") and the agent for the Entertainer, Hamlin Event Musicians Entertainment Agency.

4. The Client shall at all times have complete control, direction, and supervision of the performance of services by the Entertainer at this engagement and Client expressly reserves the right to control the manner, and details of the performance of the services by the Entertainer. The Entertainer shall attempt to perform the Client's entertainment request but shall not be held responsible if certain selections are not available.
5. This agreement of the Entertainer to perform shall be excused by detention of the Entertainer by accident, riots, strikes, epidemics, act of God, or any other legitimate condition beyond Entertainers control. If such circumstances should arise, all reasonable effort will be made by Hamlin Event Musicians Entertainment Agency to find a replacement Entertainer. Should Hamlin Event Musicians Entertainment Agency be unable to procure a replacement Entertainer, Client shall receive full refund. In all other circumstances, Hamlin Event Musicians Entertainment Agency's liability shall be limited to the cost of services it is contracted to provide.
6. Hamlin Event Musicians Entertainment Agency carries \$1,000,000.00 aggregate liability coverage, and also a \$500,000.00 products & completed operations aggregate. Letter of Insurance and added premises owners@ venues available.
7. In the event of circumstances deemed by the Entertainer to present a threat or implied threat of injury or harm to the entertainer or any equipment in the Entertainer's possession, the Entertainer reserves the right to cease performance. If the Client is able to resolve the threatening situation in a reasonable amount of time (maximum 20 minutes) Entertainers shall resume performance in accordance with the original terms of this agreement. Client shall be responsible for payment in full, regardless of whether the situation is not resolved or whether Entertainer resumes performance.

8. If contract cancellation is initiated by the Client and agreed to by Hamlin Event Musicians Entertainment Agency less than 30 days, Client will be required to pay the full balance due. Verbal cancellation will not be accepted. All cancellations must be submitted in writing and have confirmed delivery to Hamlin Event Musicians Entertainment Agency. The deposit is nonrefundable, and is held for 1 year (from date of cancellation) to be applied to a rescheduled event, contracted to the immediate family of client.
9. Client shall provide Hamlin Event Musicians Entertainment Agency with safe and appropriate working conditions. This includes, but is not limited to, providing a 110-volt standard home outlet) from a reliable power source within 25 feet of the performance area; providing a facility that completely covers and protects the Entertainers equipment from adverse weather conditions (i.e., direct sunlight, rain, any water or humidity, excessive winds) providing crowd control if warranted; and furnishing directions to place of engagement. Client is liable and accepts full responsibility for any damage, injuries or delays that occur as a result of failure to comply with this provision.
10. Balance Due shall be paid 30 days before the performance start date of event. Balance due not paid within 10 days of event, has a \$50.00 penalty, plus all court cost and legal representation fees. Returned "Bad" checks are subject to a \$30.00 service charge.
11. Specific entertainer requests, must have contract and non-refundable deposit returned within 15 days of Entertainment Agreement date.
12. HAMLIN EVENT MUSICIANS ENTERTAINMENT AGENCY SHALL NOT BE BOUND BY THIS AGREEMENT CONTRACT UNTIL IT HAS BEEN SIGNED BY CLIENT, RETURNED TO AND RECEIVED BY HAMLIN EVENT MUSICIANS ENTERTAINMENT AGENCY.

**X** \_\_\_\_\_  
Customer:

Date: \_\_\_\_\_

**X** \_\_\_\_\_  
RaeAnn L. Hamlin  
Hamlin Event Musicians Entertainment Agency

Date: \_\_\_\_\_



WEDDING DATE: \_\_\_\_\_

## Ceremony Music Selections

# of Bridesmaids \_\_\_ Flower Girl \_\_\_ Ring Bearer \_\_\_ Colors \_\_\_\_\_

Time begin Prelude \_\_\_\_\_

Ceremony time \_\_\_\_\_

Processional (bridesmaids) \_\_\_\_\_

Processional (bride) \_\_\_\_\_

Solo- \_\_\_\_\_

Solo- \_\_\_\_\_

Recessional \_\_\_\_\_

Postlude \_\_\_\_\_

## Reception Social/Dinner/ Requests

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notes to HEM and/or musicians: \_\_\_\_\_