



**Planet Groove Australia's Premier Corporate, Functions and Wedding Cover Band.**

ABN: 49 127 308 927 Tel: 0413-263419; 02-90869311; Fax: 02-80881321

Email: [info@planetgroove.com.au](mailto:info@planetgroove.com.au) or [info@planetgroove.biz](mailto:info@planetgroove.biz)

Web: [www.planetgroove.com.au](http://www.planetgroove.com.au); [www.planetgroove.biz](http://www.planetgroove.biz)

## Booking Terms & Conditions

Planet Groove would like to ensure that your function is truly special, fun and memorable in every way! **Note pricing is dependant on many variables – time of year ( Xmas/New Year), venue location, travel time, size of production, number and length of sets, on call time, size of band, additional requests/songs learnt etal. Please call Michael 0413-263419 to finalise price.**

### Booking Confirmation Sheet

**PERSONAL DETAILS**

First Name \_\_\_\_\_ Family Name \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Email address: \_\_\_\_\_

**RECEPTION or FUNCTION DETAILS**

Function Date \_\_\_\_\_  
 Venue: \_\_\_\_\_  
 Venue Address: \_\_\_\_\_  
 Venue Telephone: \_\_\_\_\_ Venue Contact: \_\_\_\_\_  
 Start Time: \_\_\_\_\_  
 End Time: \_\_\_\_\_

**DRESS:**

Formal :   
 Smart Casual :   
 Semi Formal :   
 Cocktail Lounge:

**DEPOSITS**

A deposit of 50% is required to secure your booking. Planet Groove cannot guarantee any function booking without a deposit. Once a deposit is received, your booking will be considered confirmed.

**CANCELLATIONS**

The client may cancel the booking by delivery of written notice to the office of Planet Groove or in written postal mail addressed to Planet Groove Pty Ltd, 18 Fitzpatrick Avenue, Frenchs Forest, NSW, 2086; In the event of a confirmed booking being cancelled, the following will apply:

- a) If greater than sixty (60) days notice is given prior to the performance a \$250.00 administration fee will apply.

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- b) If less or equal to sixty (60) days notice is given prior to the performance the 50% deposit will be forfeited and no deposits will be refunded.
- c) If cancellation is less than or equal to 14 days prior to the performance, the client will forfeit 100% of the agreed fee. In particular, if the booking is made within fourteen (14) days of the date scheduled for the performance, then 100% of the fee must be paid prior to the performance date and any cancellation will forfeit 100% of the agreed fee.

#### **POSTPONEMENT**

Postponement of an event is handled in the same manner as cancellations. Hence a client may postpone the booking by delivery of written notice to the office of Planet Groove or in written postal mail addressed to Planet Groove Pty Ltd, 18 Fitzpatrick Avenue, Frenchs Forest, NSW, 2086; In the event of a confirmed booking being postponed, the following will apply:

- d) If greater than sixty (60) days notice is given prior to the performance a \$250.00 administration fee will apply.
- e) If less or equal to sixty (60) days notice is given prior to the performance the 50% deposit will be forfeited and no deposits will be refunded.
- f) If postponement is less than or equal to fourteen (14) days prior to the performance, the client will forfeit 100% of the agreed fee. In particular, if the booking is made within fourteen (14) days of the date scheduled for the performance, then 100% of the fee must be paid prior to the performance date and any postponement will forfeit 100% of the agreed fee.

#### **PAYMENTS**

Final Balance and outstanding payments are required 14 days prior to your function, unless agreed to by Planet Groove management.

#### **METHOD OF PAYMENT:**

Cash:

Cheque:

Electronic payment:

We accept cash, cheques or direct debit to the Planet Groove Entertainment bank account. Make cheques payable to Planet Groove Entertainment. Cheques may be posted to 18 Fitzpatrick Avenue (East), Frenchs Forest, 2086, NSW.

Account details are as follows:

**St George Business Account**

**Account Name - Planet Groove Entertainment Pty Ltd**

**BSB - 112-879**

**Account number - 465 227 993**

Please do not post cash.

#### **EVENT TYPE:**

Corporate Function:

Private Function:

Wedding:

Other : \_\_\_\_\_

#### **TERMS & CONDITIONS**

1. This contract provides Planet Groove for a total of 8 hours from the time Planet Groove arrive at the Venue to the completion of the last set. Note the band usually needs between 90-120 minutes to setup and sound-check.
2. In the event additional time is required an additional fee will be charged for overtime in excess of 8 hours on call time (inclusive of load in and out time) – unless agreed to by management.
3. This contract provides a total of maximum three (3) or four (4) music brackets with a maximum duration of 50 minutes each unless formally agreed to by management.

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4. The assumption is that the music sets are located geographically in the same place the main dance sets will be performed. If the cocktail/acoustic set is in another room (for perhaps the reception), outside or co-located in a different location; this will consequentially require the band to hire a second PA system and additional setup time will be required. Please advise as this also will require an additional cost to be factored in.
5. Additional time can only be requested by the client or a nominated representative to ensure additional charges are not incurred without your authority. In the event additional time is required an additional fee will be charged for overtime on a pro rata basis.
6. Each Planet Groove member (5 or 6 people) + (1) Production/Audio Manager must be provided with one staff meal and non-alcoholic drinks during non performance times.
7. If FREE Parking for every band member (5 or 6 people) + (1) Production/Audio Manager - is not provided close to the venue (within 500 metres) then these costs need to be subsidised by the client for a period of 2 hours prior to the start and 2 hours after the finish. This is applicable for all Sydney CBD functions. This must be included over and above quoted figures.
8. Payments must be made in full 14 days prior to the date of the event – unless agreed to by Management.
9. Planet Groove manages the sound through its front of house (FOH) PA to ensure good acoustics, appropriate sound levels for every room and sized crowd.
10. Please ensure flat and level access (lifts/goods lift) to each room is confirmed. Any room with stairs or non-level access may require an additional production engineer added to final cost.
11. Please make all cheque payments payable to "Planet Groove Entertainment"
12. Please Fax or email signed copy to 02-80881321 or postal mail to: Planet Groove Entertainment, 18 Fitzpatrick Avenue, Frenchs Forest, 2086, NSW or info@planetgroove.com.au
13. The band and production equipment needs approximately 6x4metres room at but smaller can be accommodated – please provide floor plans to scale of the room.
14. If Production is provided then specifications must be to our listed requirements (please ask for Planet Groove Audio Requirements Document) with an in-house engineer on-site for the duration of the whole function and 1-2 hours before for sound-checks..
15. NO 3<sup>rd</sup> Party DJ or "band "is allowed to "plug-into" our PA equipment unless specifically requested in writing with an additional fee to be negotiated prior to the function.
16. Any questions please call Michael on 0413-263419 or email info@planetgroove.com.au

I have read all of the terms and conditions and agree to abide by them.

Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_