

## DJ and Big Screen Rental Reservation Form

Name:		Billing Address:	
City:	State:	Zip Code:	
Phone:	<b>Best number to reach you on day of your event:</b>		
Email:			
Setup Equipment Address:			
City: <b>Arlington</b>	State: <b>VA</b>	Zip Code:	

	1st Option	2nd Option
Please choose a first and second choice for equipment rental DATE:		
Please choose a first and second choice for equipment rental TIME:		
How long is the equipment needed?	Number of Guests:	

### EQUIPMENT RENTAL LISTING

Item Name:	Rental Fee:
DJ Services – 4-hour block (music) \$200	
DJ Services – 4-hour block (movie rental, indoor 4’x7’ screen) \$200	
DJ Services – 4-hour block (movie rental, outdoor 10’x30’ screen) \$200	

### OTHER SERVICES

Service Description:	How many?	Fee:
Generator Rental \$60.00/unit		
Additional Time – 30-minute block (2 hour max) \$25/per block		
<b>TOTAL:</b>		

### Rules of the Game:

- ✓ Reservations must be received at least 4 weeks in advance.
- ✓ Our staff will contact you with more information regarding payment for services once your reservation request has been received.
- ✓ Rentals are available to Arlington County residents; event must be located in Arlington County.
- ✓ Reservations will be confirmed via email.
- ✓ DJ staff is only responsible for monitoring equipment and delivering services only.
- ✓ Host must provide an electrical outlet or generator. A gas-powered generator is available for rent.
- ✓ Expectations for service are discussed with you prior to you event. DJ determines the best location for set up at site. Location is determined by the desired equipment, size, site layout, and safety.
- ✓ We reserve the right to cancel due to rainy and wet conditions.
- ✓ Payment is due in full at the time of reservation confirmation.
- ✓ Credit card payments can be made online or processed by the Administrative Services Office at 703-228-4747.
- ✓ DJ’s provide music from the following genres: Hip Hop, Top 40, R&B and Latin/Reggaeton, and ‘Oldies but Goodies’.

Print Name: \_\_\_\_\_

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

**\*\*NOTE: YOUR RESERVATION IS NOT COMPLETE. PLEASE SEE REVERSE SIDE.\*\***

***THE FOLLOWING SITE SET-UP SURVEY MUST BE COMPLETED BEFORE***  
***YOUR RESERVATION REQUEST CAN BE PROCESSED.***

**SITE SET-UP SURVEY**

1. Is there a clear path to the drop off area devoid of obstacles such as trees?  YES  NO
2. Is there a paved walkway to the set-up area?  YES  NO
3. Are there any steps to set up area?  YES  NO
4. Is there a hill or steep slope to set up area?  YES  NO

Once you submit your reservation for DJ or Big Screen Rental Services, an Arlington County staff member will reach out to confirm your reservation if it is approved.