

DPR DJ/ MOVIE RESERVATION FORM

Contact Name: _____

Phone: _____ - _____ - _____ Secondary Phone: _____ - _____ - _____

Fax: _____ E-Mail: _____

EVENT INFORMATION:

Event Address: _____

City: **Arlington** State: **VA** Zip: _____ Day of event Phone: _____

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? _____

EQUIPMENT RENTAL LISTING

Item Name:

DJ Service (4-hour block)

Movie Service (2- hour block)

Additional time (\$25 per hour)

Generator Rental

Item Cost	Rental Fee:
\$200	
\$200	
Quantity: ____ x 25	
\$50	
Total: \$	

Full Cost Center Code- include all zeros (If applicable): _____

Other information (Anything that would useful to know i.e.: landmarks, hidden driveways, county building door numbers):

Rules of the Game:

- Reservations made at least 2 weeks prior to event are encouraged.
- Payment must be received by Edson Bravo, Program Supervisor (contact info in header) in order to secure your event. Payment methods: Cash, Check (Make checks out to Arlington County Treasurer) or Credit Card (2.5% surcharge will be applied)
- Rentals are available to Arlington County residents ONLY. Services provided within Arlington County ONLY.
- Host is responsible for providing staff to monitor their participants and a suitable location. (Staff monitors their equipment 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. Staff will determine the best location for set up at site. Location is determined by the desired equipment, its size and the site layout.
- **DJ's provide music from the following genres: Hip Hop, Top 40, R&B and Latin/Reggaetón**
- Staff set up the equipment 30 minutes prior to event and make sure it is suitable for everyone's safety. At the end of an event, the equipment is taken down within 30 minutes.
- **Cancellations need to be provided 1 week prior to event or subject to penalty.**
- *** No reservations will be scheduled on Federal Holidays.**
- ***In case of rain during outdoor events: Mr. Bravo reserves the right to stop services at any point if the condition of the equipment may be compromised.**

After all the fun is done and equipment is packed, the DJ's goal is to leave customers with a lifetime of memories!