



This agreement is to signed by the DJ, Band, or other entertainment provider contracted to perform at Tom's Country Place.

We hope that your event here at Tom's Country Place is an enjoyable experience! We will extend every professional courtesy to you. To avoid any miscommunication, please read and acknowledge the following policies:

1. Along with this signed document, we require a copy of your Business Liability Insurance. Industry standards dictate a \$1 million liability.
2. We will provide one 6ft x 30in table with black tablecloth and black skirting for your use. Please notify us in advance if you will not need the table and/or linens or if you'd like to request additional tables or a different size table.
3. When loading in and out, please use only the Service Entrance, located on the South side of the building (which is the left hand side). We do not allow items to be loaded in and out of the main entrances to the event rooms, only the Service Entrance.
4. You may set up any time the day of the event. Please call ahead if you are going to arrive more than two hours before the scheduled event start time. You may prop open doors as needed to load in or out; please close them when finished.
5. You are to tear down and load out immediately following your scheduled end time. Please be as efficient as possible when loading out, however please take care not to damage any walls or doors. Tom's is not responsible for any items you leave behind. If we find it, we will hold it until claimed by someone. We will not verify ownership of any items that are not ours.
6. Electricity is provided throughout the facility whether you are in the Oak Room, Gold Room, or West Room. Your set up must not place anything in front of entrances or doorways and all cords shall be placed in a way where they do not cause a trip hazard. If you need to tape down cords, please only use approved Gaffer's Tape and not Duct Tape. The Duct Tape residue will not come off our our floors and is not allowed to be used. **DO NOT TAPE ANYTHING TO THE WALLS.**
7. Please meet with your room manager upon arrival to go over where the lights are located, event timelines, procedures for dinner, etc.
8. We are a NON-SMOKING facility. We have a strict NO DRINKING on the Dance Floor Policy. Please make a general announcement before dinner as to our smoking and dance floor policies. For everyone's safety there is to be no dancing on tables or chairs.
9. As a professional, we expect you to conduct yourself in such a manner that represents us as well as you. You have the microphone, we entrust you can handle a room and know what is socially acceptable.
10. You are responsible to check with the other entertainment in the other room(s) as to your wireless microphone frequency. Your wireless microphones should not be on the same frequencies, if they are, you are to either change them, or arrange times to use them. We have a wireless system in house that can be turned on in each room. We ask that if your client uses our wireless system because you do not have one or you are on the same frequency as another entertainer, you are responsible for the return of the microphone. Please see a member of management for the microphone. There may be a security deposit.
11. No Fog Machines, Hazers, or Bubble Machines are permitted within the hall.
12. If your event is the only event in the venue, you may use sub-woofers within reason. If there is another event in the adjoining hall, you will be asked to turn your subs off. We do not tolerate abuse of this policy. We only ask that you understand if we ask you to turn it off, you comply. We will not accept any excuses when it comes to this request. Due to prior problems, we will not make a second request. The walls separating the event spaces are not sound proof; excessive volume and/or bass levels will interfere with adjourning events and will not be tolerated.
13. We request to have this form on file for each event you perform at Tom's Country Place.

Please sign and email this document and your liability insurance to info@tomscountryplace.com at least one day prior to the event.

Entertainment Company / Owner (print)

Assigned DJ (print)

Entertainment Company / Owner (sign)

Assigned DJ (sign)

Phone

Client's Name / Wedding Name

Date Signed

Event Date