

H-TECH Services Contract

The following contract defines the requirements and liabilities associated with borrowing the Sound and Lighting equipment. The equipment will not be loaned to any individual or group who has not returned this contract. By signing this contract, you agree that you understand and agree to all of the conditions stated. If any of these requirements are not met, H-TECH reserves the right to cancel the loan of equipment at any time at the discretion of the H-TECH Manager(s)

Borrowing Requirements

- The Sound and Lighting equipment will only be loaned out to representatives of College Clubs (ASO or Non-ASO), representatives of Senate sponsored committees, and representatives of College Offices or Departments. In addition, events in which the equipment is provided for must be sponsored by an ASO club, or open to the entire campus. Equipment will not be loaned to individuals or for closed parties.
- The request form and signed contracts must be returned to the H-TECH Manager at least *two week's prior* to the event. Use of the equipment is first come first serve if two groups request it for usage the same time. H-TECH reserves the right to refuse services if the request is made in under a week's time.
- The equipment must be returned within 24 hours of the event unless arrangements have been made with a manager prior to the event.

Set-Up Requirements

- A table must be set-up within 20 feet of a dedicated power supply. This means that nothing else should be plugged into the same electrical circuit as the Mobile DJ equipment.
- The equipment must be set-up away from any food and beverages, and should be out of high traffic areas.
- If the event is outdoors, a rain location must be provided on the Equipment Request Form.
- The equipment must remain on campus unless arrangements are made in advance with the H-TECH Manager(s) and the Coordinator of Campus Involvement.

DJ Requirements

- The borrower of the equipment is responsible for finding their own DJ for the event. H-TECH staff is trained in this capacity.
- A DJ (who is not a member of H-TECH) must sign and return the DJ Contract. Should more than one DJ be working the event, each DJ must return the contract.
- Anyone not trained by H-TECH will not be permitted to DJ the event.

Liabilities

- The person signing this contract and the organization they represent is liable for all damage caused to the equipment incurred during the event.
- Should there be a question of liability arise, a meeting will be scheduled between the equipment borrower, H-TECH manager(s), and the Coordinator of Campus Involvement.
- If found liable, the borrower will be required to pay in full any costs associated with repair or replacement of damaged equipment to H-TECH.

Signature

Organization

Print Name

Date

Request for Technical Services Form

To request lighting and sound services, please fill out this form. Return the completed form at least *two week's prior to your event* to the Office of Campus Involvement.

Contact Information

Organization Name _____

Person requesting services: _____

Organization/Dept. or Contact person's Phone: _____

Person in Charge of event: _____

Event Information

Name of Event: _____

Date of Event: _____ Location of Event: _____

Event Start Time: _____:_____ PM or AM Event End Time: _____:_____ PM or AM

Please have set-up done by: _____

Requesting (check all that apply): Sound and/or Lighting Equipment

In detail, explain exactly what equipment you will need. If you have a technical rider or any information supplied by an artist, please attach it to Request Form.

In detail, explain what will take place: (Type of act, number of performers, rehearsals, schedule of events, etc.)

Special Requests: (Something unique to your event we should know about?)

This form is designed to request equipment and services. You will be contacted to discuss and finalize details. If you do not hear from us within two days, please contact the Office of Campus Involvement x5181. Be sure to submit all completed forms at one time.

DJ Contract

This contract assigns the responsibility and requirements of being an approved H-TECH DJ for an event. By signing this document, you agree to all of the conditions below. If you violate these conditions, you may be denied permission to use the mobile DJ equipment for future events.

Contractual Agreements

- I agree to be trained by H-TECH Manager(s) before the event.
- I agree not to consume alcohol before or during the event, and I agree not to arrive at the event under the effects of alcohol or any illegal substances.
- I agree to remain in control of the equipment during the entire event, and should I need to leave, I will place the person borrowing the equipment in charge of its care.

Liabilities

- If any of the above conditions are not met, the DJ shall be held fully accountable for all damage incurred to the equipment.
- Should a question of liability arise, a meeting will be scheduled between the H-TECH Manager(s), the Coordinator of Campus Involvement, the equipment borrower, and the DJ. The Coordinator of Campus Involvement will act as mediator.
- If found liable, the DJ will be required to pay in full any costs associated with the repair or replacement of damaged equipment. The borrowing organization or individual may be held responsible for these costs as well.

DJ Signature

Date

Print Name

Borrower's Signature

Date

Print Name

H-TECH Manager

Date