

**2004-2005 Sound System and Entertainment Equipment Contract**  
**Baylor Chamber of Commerce**

1. This contract will not be considered valid until booking fee is received. Payment may be made either by check, cash or departmental transfer. To ensure proper scheduling, this contract must be received no later than ten (10) days prior to the event. Reservations are booked on a first come, first served basis.

2. The responsibilities of the Baylor Chamber of Commerce include transportation, operation, set-up and breakdown of all provided equipment. The lessee shall at no time move, alter or operate the sound system or provided equipment. A member of the Baylor Chamber of Commerce must make any changes.

3. The responsibilities of the lessee include providing a safe location for the set-up and operation of all equipment. Furthermore, the lessee is to provide an electrical connection adequate enough for all provided equipment. In addition the lessee is responsible for obtaining any necessary licenses or permits for the event. The Baylor Chamber of Commerce will not be liable for any damages made in connection with the operation of provided equipment during the event.

4. The lessee must assume full responsibility for the safety of the provided equipment and DJ during the event. The DJ may cancel the event at any time if they feel that their safety or the safety of the equipment is in jeopardy.

5. As an organization affiliated with Baylor University, the Baylor Chamber of Commerce forbids the use of its sound system to play music that contains obscene language and inappropriate themes. While the lessee is encouraged to provide music and make requests, the DJ may deny any request to play music if they feel that it is inappropriate.

6. All equipment and DJs operate by the whole hour only. Lessee agrees to pay a \$30 non-refundable booking fee . An additional charge of \$.10 per mile for transportation of equipment to locations further than 20 miles from the Baylor campus will be charged.

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**Please complete the following:**

\_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_ am/pm to \_\_\_\_ am/pm  
Date and Time of Event (month/day/year)

\_\_\_\_\_  
Event Name and Location

\_\_\_\_\_  
Lessee or Organization

\_\_\_\_\_  
Contact Name and Phone Number

Sign to accept the terms and conditions under which  
this contract was completed.

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Baylor Chamber of Commerce Signature

Date Contract received: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

**Sound System Payment Details**

\_\_\_\_ hours x \$50 = \$\_\_\_\_

+ booking fee of \$30 = \$\_\_\_\_

+ transportation fee = \$\_\_\_\_  
( if applicable)

total bill= \$\_\_\_\_