

SEDALIA PARKS & RECREATION DEPARTMENT



BID FORM
SPECIAL EVENTS DJ

BUSINESS NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

DJ SPECIFICATIONS:

- Must be present at the following event dates:
 - Daddy & Me Date Night: April 21st, 2018 at 5:30pm
 - Mother & Son Date Night: May 11th, 2018 at 5:30pm
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BID SPECIFICATIONS:

- **DJ must be present at all of the events listed above.** If the DJ is not able to be present at an event due to an emergency, the photographer will notify Savannah Chambers schambers@sedaliaparks.com or by phone as soon as possible.
- Sedalia Parks and Recreation will be responsible for payment at all events. Invoices will be sent to Sedalia Parks and Recreation to ensure payment.
- Set up and clean-up will be the DJ's responsibility.
- Sedalia Parks and Recreation has access to an overhead sound system and wireless microphone upon the DJ's request.
- The City of Sedalia Parks & Recreation Department reserves the right to reject any or all bids and waive defects in bids.

	Yes	No
Do you have "kid friendly" music?	_____	_____
Do you have lighting?	_____	_____
Will you provide your own supplies?	_____	_____
Do you have a business license for Sedalia?	_____	_____
Do you charge a setup fee?	_____	_____

BID INSTRUCTIONS:

Bid quotes may be turned in via:

Fax: (660) 826-3044

Mail: 1500 W. 3rd St., Sedalia MO 65301

Email: schambers@sedaliaparks.com -PREFERED

Bid quotes are accepted until 5:00 p.m. on Thursday, January 25th 2018.

BID AMOUNT (per event):

Amount per event \$ _____

Other Fees (please explain) \$ _____

Total Bid Amount \$ _____

**Please list the amount you would charge per event. If you lump all the events together, please note that is the bid for all of the events listed above.*