



**ARLINGTON COUNTY VIRGINIA**  
**DEPARTMENT OF PARKS & RECREATION**  
 Office for Teenagers, 3501 South 2nd St., Arlington, VA 22204  
 Office Phone: (703) 228-7783 ♦ Fax: (703) 228-5926 ♦ Ebravo@arlingtonva.us

**DPR DJ RESERVATION FORM**

Contact Name: \_\_\_\_\_

Event Address: \_\_\_\_\_

City: **Arlington** State: **VA** Zip: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Day of event Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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? \_\_\_\_\_ Number of Guests: \_\_\_\_\_

**EQUIPMENT RENTAL LISTING**

Item Name:	Rental Fee:
DJ Service (4 hours includes DJ and equipment)	\$200
Additional time (\$50 per hour)	\$ _____
	<b>Total:</b> \$ _____

Full Cost Center Code (If applicable): \_\_\_\_\_

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

Please indicate how you prefer to receive a rental confirmation:  E-Mail  Fax  US Mail

**Rules of the Game:**

- Reservations made at least 1 week prior to event are encouraged.
- Payment must be received by Edson Bravo, DJ Program Supervisor (contact info in header) in order to secure DJ for your event. Payment methods: Cash or Check (Make checks out to Arlington County Treasurer).
- 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. (DJ staff monitors their equipment only)
- Host must provide an electrical outlet or generator. A gas powered generator is available for rent from T.E.A.M. Visit <http://parks.arlingtonva.us/rentals/parties-amusement-rentals/> for more information.
- Expectations for service are discussed with you prior to you event. DJ determines the best location for set up at site. Location is determined by the desired equipment, its size and the site layout.
- DJ's 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.
- **\* Teen DJs will not 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!**