



2153 East Main Street Suite C14 PMB 327  
Duncan, SC 29334

o864.416.4483

## PRODUCTION SERVICES CONTRACT

### I. General Information

Party Sponsoring Event:

Date of event:

Scheduled "Rain Date" (Date for event should the event be called off due to weather before the date of the event): N/A

Start Date and Time of event:

End Date and Time of event:

Location of event:

Distance from office of Harrison Production Services (HPS) to event site: 100 miles

NOTE: Should the event be called off due to bad weather, you must notify Harrison Production Services as soon as possible. If HPS is not notified until HPS' personnel have arrived at the location of the event, then your deposit will not be refunded. You are responsible for notifying HPS in the event of bad weather; if we do not hear from you, then we will assume that the event will proceed as scheduled.

### II. Event Information

Approximate number of people expected to attend event:

Size of room:

Type of event (ie banquet, conference, meeting, wedding, etc):

Details of system HPS will provide: See the attached invoice/equipment list.

### III. Payment Schedule

Upon completion and return of this contract to Harrison Production Services, LLC (HPS), a deposit of fifty percent (50%) of the total cost of HPS' services is **required**. The attached invoice/equipment list attached details HPS' charges. Circumstances sometimes arise that cause the cost to rise. For example, if the event runs two hours late, the charge for personnel will be increased in order to account for the extra 2 hours of work required. Thus, the cost of HPS' services listed on this contract is the minimum that HPS will charge. If no additional charges are incurred, then the cost for HPS' services will not change.



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Upon arrival of Harrison Production Services’ personnel and equipment at the event site, the remaining balance of the HPS charges are to be paid to Harrison Production Services before load-in will commence. If there are extra charges, they are to be paid within five (5) business days after the completion of the event. Shortly after the completion of the event, you will be issued an invoice that details the extra charges (See Addendum to Contract for Services if applicable).

If the event is to last more than one day, the above requirement of the balance being paid upon arrival of HPS may be negotiable (Example – For a two day event, 50% of the remaining balance could be paid on the first day, and the remaining balance paid on the second day). However, it is at Harrison Production Services’ discretion as to whether or not the above requirement is negotiable.

Acceptable forms of payment for the deposit and remaining balances are cash, check, and money order. NOTE: If a check is used for the payment of the deposit, and a “stop payment” order is issued for said check, then Harrison Production Services, LLC will consider this contract null and void. If such an order becomes necessary, please contact Harrison Production Services as soon as possible so that we may discuss alternatives for payment.

**Any exceptions to the above payment schedule are to be written below accompanied by the initials of both the client and Harrison Production Services, LLC.**

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**Client’s Initials:** \_\_\_\_\_ **Harrison Production Services’ Initials:** HLH

**IV. Itemization of charges**

Please see invoice attached invoice/equipment list.

**V. Cancellations and Weather Issues**

There are circumstances that could arise that would call for the event to be canceled or stopped. If the client wishes not to use Harrison Production Services, LLC for the event in question, then the client will be refunded 50% of its deposit, if Harrison Production Services is notified one or more weeks in advance. If Harrison Production Services is notified less than one week in advance, then the deposit will not be refunded. A week is defined as seven calendar days.

Regardless of the location of the event, it is at Harrison Production Services’ discretion as to whether or not and when HPS’ equipment is shut down / disassembled in the case of weather. The client can have the equipment shut down/disassembled at any time during the event (regardless of weather, or location); however, Harrison Production Services, LLC reserves the right to shut down/disassemble the equipment if, in the judgment of the personnel on-site, leaving the equipment on and/or setup would endanger the equipment, the operators, or the personnel using/benefiting from the equipment.



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## VI. Local Crew

At no charge to HPS, 2 able-bodied, strong persons will be provided for the entire duration of the load-in and load-out. Failure to provide the specified number of local crew will result in a \$50 per crew member not present charge for each task (load-in and load-out are two separate tasks, thus providing one less crew member than specified for both the load-in and load-out will result in a \$100 additional charge). It is at HPS' sole discretion as to when load-in and load-out ends and thus when the local crew members are dismissed.

Scheduled Load-in Date and Time:

Scheduled Load-out Date and Time:

## VII. Damage Policies


The client is responsible for any and all damage to HPS equipment that is caused by someone other than HPS personnel. If any damage does occur, then the client will be charged the dollar amount that it costs to either repair or replace the damaged piece(s) of equipment. It is at HPS' discretion as to whether to replace or repair an item. Any such damage charges will be listed on an invoice to be given to you, the client, at the end of the event (see attached addendum if applicable).

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I, the undersigned, hereby agree to the terms and conditions of this contract and agree to the payment schedule as listed in the contract. I understand that should I breach this contract, there are certain financial penalties that may result (see Sections V and VI for information on what those penalties would be).

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Date: \_\_\_\_\_

I, the undersigned, hereby agree to provide production services for the event listed at the beginning of this contract.

Name: Hal Harrison  
Signature:   
Position/Title: Owner  
Date: 7/1/14