



## Wedding Video Booking Form

<b>Bride:</b>		<b>Mobile:</b>			
<b>Groom:</b>		<b>Mobile:</b>			
<b>Main Contact Address:</b>					
<b>E-mail:</b>		<b>Telephone:</b>			
<b>Date / Time of Wedding:</b>		<b>Date / Time of Rehearsal:</b>			
<b>Ceremony Location:</b>		<b>Reception Location:</b>			
<b>Post Code:</b>		<b>Post Code:</b>			
<b>Telephone:</b>		<b>Telephone:</b>			
<b>Filming Permission Obtained:</b>		<b>Filming Permission Obtained:</b>			
<b>Photographer:</b>		<b>Photographer's Telephone:</b>			
<b>Sequence</b>	<b>Uncle Joe</b>	<b>Confetti</b>	<b>Bouquet</b>	<b>Champagne</b>	<b>Required (✓ or ✗)</b>
How We Met	✗		Choose One		
Bride & Groom Childhood Montage	✗			Choose One	
Bride OR Groom Preparations	✗				
Arrival at Ceremony Location	✓	✓	✓	✓	
Ceremony and Signing	✓	✓	✓	✓	
Photo Call	✓	✓	✓	✓	
Departure of Couple from Ceremony Location	✓	✓	✓	✓	
Reception Couple Arrival	✓		✓	✓	
Reception Guest Greeting	✓		✓	✓	
Reception / Wedding Breakfast General Views	✓		✓	✓	
Speeches	✓		✓	✓	
Cake Cutting	✓		✓	✓	
First Dance	✓		✓	✓	
Evening Function	✗				
Review Of The Day Set To Music		✓	✓	✓	
Guest Messages / Diary Room	✗				
Honeymoon Picture Show					
Our Memories Of The Day	✗				
Blu-Ray Delivery					
<b>Total Price</b>					
<b>Music Choices:</b>					
<b>Aspect:</b> Wide screen		<b>Capture Quality:</b> DVD / Blu-Ray			
<b>I have read the terms and conditions and enclose a booking deposit of £100.00.</b> (please make cheques payable to "Steve Feeney")					
<b>Signed:</b>		This signature confirms the placing of your order. Any changes or cancellation of this order must be confirmed in writing in accordance with Steve Feeney Productions' Event Terms and Conditions printed on reverse.			
<b>Date:</b>					

## Event Terms and Conditions General

**It is mutually agreed that the following terms of agreement form an integral part of this contract and that no variation or modification of this contract shall be effective unless accepted by both Steve Feeney Productions and the client, in writing.**

### **(1) Definitions & Law**

The contract is the document, or documents, that set these conditions and all other details about your agreement with us. "WE" and "US" means the supplier of goods or services (Steve Feeney Productions). "YOU" means the person, persons Client or Customer. "EVENT" means the service you have booked. These conditions will be governed by and interpreted in accordance with the English law. These conditions do not affect your statutory rights as a consumer, as defined by the "Unfair Contract Terms act 1977" or any statutory amendments of that act.

### **(2) Rights Reserved**

Any failure by us not to enforce any or all of these conditions shall not amount to, or be interpreted as, a waiver of any of our rights. By booking 'Steve Feeney Productions' for an EVENT you are accepting these terms & conditions.

### **(3) Special Requests/Coverage**

The client understands and accepts that the video coverage and editing will be as the videographer's expertise determines and that no one shot/scene will be deemed more important than another. The videographer's judgement on videographic style, editing and the number of shots taken shall be deemed correct. Due to changes of the weather and the availability and willingness of subjects, Steve Feeney Productions will do their best to honour requested shots but do not undertake to guarantee any specific shots nor incorporate any specific background, location or group arrangements. Special requests are not binding instruction.

### **(4) Limit of our Liability**

We will not be liable for any delays caused by circumstances that are beyond our reasonable control. We will not be liable for any Radio Signal losses, failures, equipment failure and or material defects, which are beyond our control. Any refunds for the EVENT will be limited to no more than the original sums involved. In the unlikely event of total equipment failure, injury or sickness beyond Steve Feeney Productions control, or cancellation of this contract by either party or in any other circumstance, the liability of one party to the other shall be limited to the total value of the contract. Neither party shall be liable for indirect or consequential loss. Your statutory rights are not affected.

### **(5) Cancellations/Booking Fees**

A booking fee of £100.00 is required at the time of booking, together with a signed and dated Booking Form. You have seven days from the date on the booking form to cancel in writing after which the booking fee becomes non-refundable. This booking fee is deducted (in full) from the TOTAL price. Cancellation after the initial seven day period must be in writing. Dates are reserved only when this booking fee is paid. Should the cancelled EVENT turn out to be a postponement, then, subject to Steve Feeney Productions availability, all money paid may be applied to the new EVENT. In this case, the total fees chargeable shall be the fees that apply at that time. If Steve Feeney Productions have to cancel this contract for reasons beyond our control, (death, injury, sickness etc.), our liability shall be limited to a full refund of all monies paid.

### **(6) Payment**

Any balance owing shall be payable prior to the EVENT. Please note that prices are subject to change at any time and that no price is guaranteed without a signed booking form. Payment for additional videos or DVD's should be made after the EVENT at the time of ordering.

### **(7) Copyright/Display**

The client hereby allows Steve Feeney Productions to display any images/video of the principle characters included in this contract to potential clients in their portfolios, literature, exhibitions, Internet websites and advertising. Steve Feeney Productions shall be granted full creative and artistic licence in relation to the choice of locations and poses used. Steve Feeney Productions will obtain the necessary Public Performance and Mechanical Copyright licences needed to video the event. We are not responsible for arranging licences for the EVENT. The 1998 Copyright, Designs, and Patents Act assigns copyright to Steve Feeney Productions. You may not copy the video footage taken under this contract, or allow copies to be made photographically, electronically, or by any other means.

### **(8) Late Payment**

If payments are not received by the due date, Steve Feeney Productions reserve the right to withhold all goods until payment is made. Interest of 2.5% per week will be added to the balance of late payments.

### **(9) Errors/Changes**

Any errors or defects on the tape or DVD supplied, which is our fault will be remedied free of charge. Otherwise, any other corrections, if possible, will be altered at our discretion, but additional fees may be payable for subjective changes. By booking the video with us you are agreeing to let us film and edit the video as we see fit. Any alterations to the Event must be detailed in writing and sent to Steve Feeney Productions no later than 48 hours before the Event.

### **(10) Photos/Music**

Any items sent to 'Steve Feeney Productions' for inclusion in your video must be labelled with the EVENT date along with your name and address. Whilst every care is taken, customer's material is accepted on the basis that their value does not exceed the retail cost of the material itself. Liability for loss or damage is therefore limited to the replacement of such material.

### **(11) Refreshments**

If the camera crew are required to attend the event for more than five hours, adequate refreshments must be provided at an appropriate time. This is to ensure that the crew do not need to leave the venue and are on hand to cover all aspects of the event and to set up the equipment as necessary. In the event that food is not provided, an additional charge of £25 per crew member will be charged to cover the cost of eating out. The time of eating will then be at the crews discretion and Steve Feeney Productions will bear no responsibility for any part of the event missed while the crew is away from the venue.

### **(12) Non Attendance**

If, for whatever reason, the camera operator(s) is late or does not turn up, then you MUST phone the office immediately so a replacement can be organised. On occasions and without notice it may be necessary for the videographer originally specified to be substituted by another videographer (e.g. due to ill health).

### **(13) Colours / Lighting / Sound**

While every effort will be made to ensure accurate colours and lighting reproduction, in certain conditions the colours and the lighting may not be accurately reproduced. This is not a fault, but a limitation of the factors on the day that are beyond our control. E.g. mixed indoor & external lighting, harsh shadows, and poor lighting conditions. Sound will be captured as accurately as possible within the limitations of the EVENT and the equipment used.

### **(14) Camera Positions / Authority / Permissions To Video**

While every effort will be made to get the best position for the camera to video the EVENT, due to restrictions imposed upon us on the day, this may not always be possible. We will seek permission to film at the appointment locations (church, park, etc.) from the relevant authorities. You are responsible for any fees that may be levied by such authorities. 'Steve Feeney Productions' will not be responsible for any refusal by such authorities to allow filming to be carried out.

### **(15) Completion / Delivery / Postage**

Editing will not commence until all the information and items required to complete the video (including all video shot at the event and any music and photographs) are with 'Steve Feeney Productions'. Completion is usually 28 days from that date but may be longer during peak times. The video should be ready to collect after this period.

### **(16) Exclusivity**

Steve Feeney Productions shall be the sole professional videographers at the venues specified. We do however positively encourage family, friends, and other guests to take photographs and videos throughout the day.

### **(17) Complaints**

The client should raise any complaints with Steve Feeney Productions, in writing, within 28 days of first becoming aware of the matter. We would endeavour to respond to any complaint within 48 hours. In the event of a dispute that cannot be resolved between the parties then both parties agree to abide by the ruling of the Institute of Videography Arbitration Officer.

### **(18) Rights**

These Conditions do not affect your statutory rights.

**These Terms and Conditions are available in larger print on request.**

### Advise On DVD Disks

**DVD's produced in small quantities, such as event videos, are not mass produced and are normally made using a DVD-R format recordable disc. This format has been chosen because it is compatible with most (but not all) modern DVD players.6**

**Discs that do not play due to incompatibility should be returned to be replaced with an alternative format.**

Steve Feeney Productions are happy to provide a sample DVD to test compatibility with your existing DVD player. This problem is most like to occur with older DVD players.