

# *Ffocal Point Photography*

FfocalPoint  
Efailwen, Mydroilyn,  
Ceredigion, SA47 0RY  
Tel: 07807 528 729  
Web: FfocalPoint.co.uk

## Event Booking Form

<b>Organizer Name</b>	_____	<b>Event:</b>	_____
<b>Address:</b>	_____	<b>Address:</b>	_____
	_____		_____
	_____		_____
<b>Postcode:</b>	_____	<b>Postcode:</b>	_____
<b>Tel No:</b>	_____	<b>Tel No:</b>	_____
<b>Mobile:</b>	_____	<b>Mobile:</b>	_____
<b>E-mail:</b>	_____	<b>E-mail:</b>	_____

**Event Type** \_\_\_\_\_

**Event Date** \_\_\_\_\_

**Event Times** \_\_\_\_\_

**Special Requirements;**  
Access to water,  
Weatherproofing,  
PPEquipment.

**Coverage Type**  
Reportage / Attendee \_\_\_\_\_

**Total Cost:** \_\_\_\_\_

### Booking Fee / Deposit

A non-refundable booking fee of £100 is due within two weeks for all reportage bookings, this fee is deducted from the total price. Cash, Cheque, Paypal, Debit and Credit Cards accepted.  
Cheques to be made payable to Pete Kemp.

### Final Payment

The balance is due upon final delivery of images and any requested prints or materials.

### Additional Information / Special Requests:

**(Please complete with any additional information you feel we may need)**

\_\_\_\_\_

\_\_\_\_\_

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## Terms and conditions

1. It is agreed that the terms set out in this booking form is the total agreement made between the parties and that no variation or modification of this contract shall be effective unless agreed by both parties in writing via e-mail or letter.

### 2. Special Requests/Coverage

The client understands and accepts that the photographic coverage will be as the photographer's professional expertise determines and that no one photograph will be deemed more important than another. Special requests are not binding instruction, although every effort is made to comply with the client's wishes.

3. Any special requests not notified on this booking form or on the photography coverage form must be made by the client to the photographer/s in writing.

### 4. The Photographer/s

On occasions and without notice it may be necessary for the photographer/s originally specified to be substituted by another photographer/s, (e.g. due to ill health).

### 5. Images

All image sizes are nominal. The photographer/s will provide a pleasing colour balance but cannot guarantee exact colour matching owing to anomalous reflectance caused by a combination of certain dyes and materials especially man-made fibres. It is sometimes impossible to record on film the exact colour seen by the human eye.

### 6. Retouching

Retouching, digital manipulation and artist finishing will be completed as we deem necessary.

### 7. Copyright

Any images or copies of images whether stored digitally or otherwise and any computer program including any source or object code, computer files or printed documentation relating to such images are protected by Copyright and Design Act 1988. It is contrary to the Act to copy or allow to be copied photographically/ electronically or by any other means an image created as part of this contract without the permission of the photographer/s in writing. We give you the right to use or print any supplied photograph for personal use or to promote your event only.

e.g. display in your own home or on online social networking site such as 'Facebook' for personal as long as you credit the photographs to us (FfocalPoint Photography). Commercial usage is not permitted.

### 8. Negatives/Digital Files

Negatives/Digital files remain the property of FfocalPoint Photography; the photographer/s.

### 9. License

The photographer/s shall be granted complete artistic license in relation to composition and lighting and as such the photographer/s judgment regarding this and the number of images taken shall be final. Due to the vagaries of the weather and the willingness of subjects it may not be possible to capture all the images requested.

### 10. Force Majeure or Act of God

The due performance of this contract is subject to alteration or cancellation by either party owing to any cause beyond their control.

### 11. Photographs

Although the photographer/s will do their best to produce all the requested images, there is no guarantee that any particular number of photographs will be produced.

### 12. Display

The client hereby allows the photographer/s to display any images included in this contract in their studios, offline and online portfolios, literature, exhibitions and advertising.

### 13. Cancellation

The client/s may cancel this contract at any time by giving written notice to the photographer/s but in doing so shall forfeit any monies paid. Should cancellation be received by the photographer/s less than four weeks prior to the date of the ceremony, the client shall in addition pay a sum equal to 20% of the remaining contract value. The said sum shall be payable as compensation as an estimate of the loss the photographer/s would suffer.

### 14. Limitation of Liability

In the unlikely event of a total photographic failure 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.

### 15. Complaints

Any complaints should be raised by the client with the photographer/s in writing, within 28 days of first becoming aware of the matter to be complained of and in any event within 28 days of receipt of images.

### 16. Discounts and voucher codes

If you have a voucher code, the discount will be applied to your final balance. Only one discount / voucher code can be applied to any one booking.

I have read this booking form and agree to abide by the terms of agreement set out in it. I understand that the terms of this agreement cannot be changed unless agreed by both parties in writing.

Signature: \_\_\_\_\_

Dated \_\_\_\_\_