

CLIENT DETAILS

SERVICE AGREEMENT

BRIDE NAME	GROOM NAME
Phone BH :	Phone BH :
Phone AH :	Phone AH :
Mobile:	Mobile:
Email:	Email:
Departure address :	Departure address :
Arrival time at ceremony :	Arrival time at ceremony :
Postal address for clients :	
Is the delivery address the same as the postal address? Y or N If no, the delivery address is :	

CEREMONY

Date:	Time:
Location:	Address:
Celebrant:	Phone:
Rehearsal date and time :	

RECEPTION

Location:	Address :
Start time:	Finish time :
Contact person:	Phone:

PHOTOGRAPHY

Start time bride:	Start time groom:
Company name:	Address:
Photographer:	Phone:

PACKAGE DETAILS

CUSTOM WEDDING VIDEO PACKAGING: Coverage: Ceremony Day on X Jan from bride & groom prep to approximately 9pm, Reception coverage on the X from 3-10pm. Edits: Short Film - approx 6-8mins in length. Documentary Edit of Ceremony & Speeches – all other dancing etc will be woven into your film. Documentary Edit of Bridal Dance – N / C Raw Footage: Client to supply new external hard drive – N / C Delivered on USB			
	Cinematic Highlight <i>(one song highlight)</i>	Short Film <i>(approx. 6-8mins)</i>	Feature Film <i>(approx. 15mins)</i>
		COST (Cash Price)	\$XXXX.XX

EXTRAS

	QUANTITY	COST
Wedding Day Edit Presentation of Cinematic Highlight (incl 2.5mt screen & audio)		\$
Additional copies @ \$ each		\$
Long Form Edit		\$
DVDs (Standard Def) Initial \$250		\$
Leatherette Case @ \$ each		\$
Other (eg additional editing, life/love story, photo montage, expedite edit)		\$
Additional coverage @ \$250 per hour	hrs	\$
Surcharge for travel	km	\$
	TOTAL (GST inc)	\$
If event goes over time do you wish us to continue filming the event? Y or N (Overtime will be charged at current hourly rate and is payable on completion)		

PAYMENT

	COST
30% retainer due on booking	\$XXXX.XX
60% additional part payment- due 2 weeks prior to event date (total 90%)	\$XXXX.XX
10% balance -due on completion	\$XXX>XX

Payment is required on pick up or prior to posting

Postage will be to an Australian address – international postage applicable and can be quoted on completion.

Providing all required information is received, please allow approximately 16 weeks for completion of the final product.

TERMS AND CONDITIONS

GENERAL

1. These terms and conditions form part of the Agreement between [Insert Company or Sole Trader name] (ABN XXX XXXXXXX) ("Supplier") and the Client.
2. The services requested in the Booking Form and any attachments are subject to these terms and conditions and no variation or modification of the terms and conditions shall be effective unless agreed by Supplier and the Client in writing.
3. Supplier shall carry out the agreed duties and provide the requested services in a timely and professional manner. In the event of illness, accident, loss of materials, equipment failure, or acts of God, Supplier's liability is limited to all monies paid. If Supplier is unable to perform the services, Supplier will make every effort to recommend and secure a replacement videographer.
4. The Client shall make all arrangements and secure all permissions of the proposed ceremony and reception venues for the use of video photography by Supplier.
5. If any videography equipment (including but not limited to cameras, microphones, lights, etc) is damaged beyond normal wear & tear due to malicious acts or negligence by the Client or by any other attendee of the event, Client agrees to pay any & all repair or replacement charges.
6. The Client shall provide seating and meal(s) to Supplier employees assigned to the event as required at no cost to Supplier.
7. Supplier reserves the right to suspend filming if its employee(s) health or safety is at risk.

QUALITY OF THE WORK

8. Supplier shall not be liable for any defects in the final video product caused by factors out of its control, including but not limited to poor lighting/audio of venues or power failures.
9. The Client acknowledges that variations in lighting and sound conditions can affect the standard of the final video product. Supplier will make all efforts to reduce the impact of such variations but shall not be held liable for reduction in the quality of the video product due to such conditions.
10. Filming of the ceremony and reception will be at the discretion of Supplier, and while Supplier will make every reasonable effort to comply with the Client's requirements Supplier reserves its right to use its artistic judgment in the assembly of the final video product. Any artistic requirements of the Client must be indicated in writing to Supplier not less than 4 weeks prior to the ceremony.
11. Any editing mistakes (such as mis-spelling) will be corrected free of charge, however creative change requests to the edited work will be charged at the current hourly rate.

PAYMENT AND CANCELLATION

12. The Client must pay the amounts as stated in this Agreement on the dates stated. Client is not entitled to withhold any amounts for any reason.
13. Supplier will not provide the final video product to Client unless full payment has been made by Client.
14. The Client may cancel this Agreement by giving written notice to the Supplier not less than 2 weeks prior to the event date. On cancellation the Client will forfeit all monies paid to that point.
15. If Client cancels the Agreement less than 2 weeks prior to the event date, Client will be liable for all payments owing under this Agreement and will forfeit any payments made to that point.
16. The retainer held by Supplier on a cancelled Agreement may be transferred to another date at the sole discretion of the Supplier.

COPYRIGHT AND LICENCE

17. Supplier owns all copyright and other intellectual property rights, including moral rights, in all concepts, images and video footage produced by it or its employees.
18. Subject to full payment, Supplier grants to the Client a perpetual license to use the final video product for non-commercial (personal) viewing only. The Client is prohibited from using the final video product for commercial or any other purposes.
19. Unless indicated to the contrary in writing prior to the ceremony the Client grants to Supplier the right to use any image or video footage taken as a result of this Agreement for promotional purposes and display in its portfolio.

CONFIDENTIALITY

20. Supplier is bound by the Commonwealth *Privacy Act* 1988 and will not use personal information collected herein for any purposes outside of the terms of this Agreement without the prior consent of the Client.

ACKNOWLEDGEMENT & ACCEPTANCE

I/we have read the Terms and Conditions and accept the terms of this Agreement with Supplier and I/we undertake to pay all monies owing to Supplier under this Agreement by the dates specified.

Dated: ____ / ____ / ____

Bride's Signature

Groom's Signature