

## Peter Lancashire Photography – Booking Form

Date of Event:	
Names of the couple:	
Contact Address and postcode:	
Contact telephone No(s):	
Contact Email Address:	
Time and location of Ceremony:	
Time and Location of Reception:	

### Deposit

A firm booking is deemed to have been made when a non-refundable deposit of £100 has been received by the photographer. The couple will be sent a receipt for the deposit.

### Balance of Payment

The balance of the agreed fee is due 14 days before the date of the event. If payment is not made at this time, the photographer retains the right to cancel the contract without refund of the deposit. The photographer will not do this without making every effort possible to contact the couple to secure the balance. Ceremonies/receptions in Manchester or Liverpool city centres will carry a surcharge of £10 because of the high price of car parking, unless the venue has reserved free parking.

### Prints and Albums

Payment for any subsequent purchases after the event, such as printed photographs and albums must be paid to the photographer immediately prior to any such orders being placed with third party suppliers. This is due to the high cost of albums.

### Declaration:

I have read and understood the terms and conditions outlined in the following pages

Signatures:	

Please print and return the first page of this booking form with your £100 non returnable deposit to secure your date. To be returned to:

**Peter Lancashire Photography.**  
**38 Havenwood Road**  
**Wigan WN1 2PA,**  
**Lancashire.**

## **Terms and conditions**

### **The agreement**

- The Wedding/Civil Partnership photography agreement is to include the following:
  - i) Consultation between the photographer and couple prior to the event.
  - ii) Attendance at the event during the hours agreed between the photographer and the couple.
  - iii) Taking a minimum of 200 photographic images of the event (150 for the 3 hour service).
  - iv) Digital optimisation of the images, including any effects requested by the couple such as monochrome, sepia or partial colouring.
  - v) Presenting the completed images to the couple on CD or DVD as agreed.

### **License, Coverage and Reproduction**

- The Photographer shall be granted artistic license in relation to the poses photographed and the locations used. The photographer's judgment regarding the location, poses and number of photographs taken shall be deemed correct.
- Photographs taken during the course of the event will be at the discretion of the photographer although every effort will be made to comply with the client's wishes, e.g. clients may request specific poses which they have seen in other albums or magazines.
- The photographer shall endeavour to photograph all individuals as requested by the clients at some point, but no responsibility will be taken by the photographer on the occasion of leaving somebody out.
- Sometimes certain venues or people, e.g. the person in charge of the ceremony, restrict the photographer's movements and the photographer cannot accept responsibility for any obstructed view should this be the case. The use of artificial lighting is often restricted or prohibited. The photographing of parts or even all of the ceremony may be restricted or prohibited. Clients sign this contract with this understanding.
- The photographer shall endeavour to capture moments as they occur. However, because of the nature of the event, some moments might not be recorded, or not recorded for logistical reasons.
- Please note that any alterations made to the booking by the clients once details have been confirmed may only be made at the discretion of the photographer and in some circumstances (such as the change of ceremony date for a Wedding/Civil Partnership) the photographer may be unable to accommodate these alterations due to a conflict of commitments. Under these circumstances the photographer is not liable to compensate the clients in any way whatsoever.
- It is understood that all photographic printing is undertaken within the technical limitations of the process and that colour may not be identical over the whole range of colours within a subject. It is also understood that prints made at different times or in different sizes may be variable in colour balance.
- Due to the limitations of computer monitors it is understood that images appear differently according to the specification of each monitor or prints will not match images rendered on any particular computer monitor.
- Although all equipment is checked regularly and reasonable steps are taken to ensure backup equipment is available, the photographer will not be responsible for individual photographs that are not produced due to technical failure, either at the shooting or processing stage.

- Where images are made available for use on a DVD player reasonable steps are taken to ensure compatibility. The images will be sent on the DVD –R format. The DVD may not play on some DVD players, but should play on all computer and laptop DVD drives.
- Please note that due to the low resolution of many TV screens, you may find that the image quality appears poor when viewed on a TV. This is not a reflection of the quality of the images. A computer monitor or laptop computer should be used wherever possible.
- Images can be uploaded to the internet (password protected if required) for viewing at the request of the client. These images are low resolution and are not indicative of the quality of the images on CD/DVD.

## **Prices and Payments**

- All photographic services specified on the Booking Form and paid for in full 2 weeks before the Wedding/Civil Partnership are supplied at the prices ruling on the date of signing of the contract.
- Optional extras e.g. albums are not paid for in full before the Wedding/Civil Partnership are supplied at the prices ruling at the time of receipt of the order, and must be paid for prior to the order being placed.
- A non-refundable deposit of £100 (paid by cash, cheque, or online bank transfer) along with a completed contract (the first page of this document) will confirm your booking. The deposit forms part of the total cost of your Plan (i.e. it is NOT in addition to the cost of the plan) and is deducted when calculating the final balance due. The deposit is refundable during your statutory 16 day “cooling off” period.

## **Cancellation Fees**

- If the event is cancelled before final payment is made, then the photographer shall retain the deposit.
- If the event is cancelled after the final payment is made, then no refund will be payable unless the photographer can rebook another event on the same date.

## **Complaints**

- Any complaints must be received in writing within seven days of receipt of products purchased. This includes photographs, discs, albums, frames and any other special services that have been agreed.

## **Force Majeure**

- The due performance of the contract is subject to alteration or cancellation by the photographer owing to any cause beyond their reasonable control (e.g. sudden illness/injury/victim of crime).
- The photographer will attempt to contact other photographers in the event that he is not able to attend your booking due to the clause above, however it may prove difficult or impossible to find a skilled replacement photographer at short notice or at the same price.

## **Frequently asked questions**

### **What happens before the event?**

About 8 weeks before the event, the photographer will contact the couple to discuss the day. This will be in person if geography allows, otherwise by telephone and email. This is to allow the couple to specify the range of photos they require, provide a list of formal groups if possible, and discuss albums if required. The couple is welcome to contact the photographer at any time to 'fine tune' their requirements.

### **What preparations can I make?**

The last thing you want on your mind on the big day is organising people for formal group shots. Make a list of specific people that you wish to have in your formal shots, ready for the photographer. You may want to ask somebody (often the best man, usher or master of ceremonies) who knows the guests well to work with the photographer.

### **When will the photographer arrive?**

Attendance at an alternative venue prior to the ceremony and time of arrival at the main venue will be pre-arranged between the photographer and couple. If there is no second venue, then the photographer will arrive at the main venue about 45 minutes before the ceremony.

### **What is included in the price?**

Attendance at all the venues where the event takes place. There are no extras. VAT is not charged. The basic service is for taking photographs at the event and supplying the finished images on DVD/CD. If the itinerary of the event allows, the photographer will produce a short slideshow to be shown on a laptop computer to show a sample of images taken so far.

### **How long will the photographer stay?**

The price includes attendance for up to 6 hours. The photographer will be happy to remain for a short period over 6 hours to ensure all parts of the event are covered. If the event is very long, then an additional charge may be negotiated, or part of the event not covered.

### **How many photographs will be taken?**

The photographer guarantees to take at least 200 images, but in reality, the number will be well in excess of this. A wide range of styles will be taken including:

- Informal shots during the day
- Formal shots after the ceremony
- Photos of the couple in scenic locations

### **What happens after the event?**

The photographer will create a draft DVD/CD of all the photographs and send this to the couple. At this stage you can request any pictures to be presented in monochrome or other effect. If you are having an album, this is the stage where you choose the images for it.

### **When will my DVD/CD or album be ready?**

As soon as the couple has decided on any modifications to images, the DVD/CD will be sent. Choosing pictures for an album should not be rushed. The couple may wish to ask the opinion of friends and relatives before choosing photos, and discuss albums for parents and guests. As soon as the final decisions are made, an order for the album will be placed immediately.