



VIDEOGRAPHY & PHOTOGRAPHY

Wedding Contract, Terms and Conditions of Filming/Photography for Capture My Big Day

It is mutually agreed that the following terms of the agreement form an integral part of this contract and that no variation or modification of this contract shall be effective unless accepted by both Capture My Big Day and the client, in writing. By paying the booking fee you agree to the following terms.

Booking Fee: by paying a booking fee for each service provided (Video and/or Photo services) you agree in full to the terms of this contract.

The booking fee can be paid by Cash or Credit/Debit Card only. The booking fee will reserve the date requested for your wedding date. The booking fee is non refundable after a cooling off period of 14 days.

Once the booking fee is paid the requested date will not be advertised to any other customers as being available.

Payment: All payment terms will be detailed in full on your tailored booking confirmation letter which will be received within 7 days of booking form and deposit being received. Payment terms will be defaulted to match the website offer unless expressly discussed when making the booking.

By paying the booking fee and returning this signed contract you agree that you have read and fully understand the schedule and terms of agreement in this Contract and realise that this contract becomes effective immediately. This includes any cancellation rates which will apply in case of any cancellation as clearly explained in the conditions.

Once this contract is signed and returned you will be sent a confirmation letter confirming your booking and detailing the balance and schedule.

If you have any questions please contact us by email, Info@capturemybigday.com or by telephone +44 (0) 151 903 1148 or +44 (0) 7988 793 433 Mon-Fri. 09.00-17.00 hours. All efforts will be made to respond to as soon as possible.



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Full Terms and Conditions of Filming/Photography for Capture My Big Day

1. **Exclusivity:** Capture My Big Day shall be the sole professional team providing the requested service (photography and/or video services) at the venue, unless agreed otherwise. However, family, friends and other guests are actively encouraged to take photographs and capture video clips throughout the day.
2. **Sample of Work:** The Videos/Photos that you have been shown is a selection from weddings we have captured. Your final product will be of a similar standard assuming there are no factors beyond our control which may affect the filming/photographing or post production.
3. **Quality:** To produce a level of quality in line with Capture My Big Day's usual standard for Photographs, Video and Audio, equipment such as lapel microphones, flashes and soft lighting is needed to be used on the day. Capture My Big Day are not responsible for any loss of quality as a result of the team not being able to use this type of equipment due to location restrictions, objections from people, other professionals or the clients. An example would be not wanting to wear a lapel microphone on the day to capture audio or a Church not allowing flash photography.
4. **Restrictions:** Some locations will have restrictions for photographers and videographers which prevents them from having a clear line of site of main action taking place on the wedding day, an example is, some churches will not allow people or equipment in certain places which can affect the angles we have to choose from or the visual and audio quality we can capture.

Capture My Big Day is not responsible for any effect restrictions can have on the final product. It is the responsibility of the client to inform Capture My Big Day in good time of any restrictions so we are better prepared on the day.

5. **Instalment Payments** - Payments towards the balance can be made in advance of set deadlines as discussed with Capture My Big Day on an individual basis.
6. **Refunds of Advance Payments following Cancellation request** - In the event of a cancellation of either service, a £50 accounting and administration fee is applicable for each instalment previously paid to Capture My Big Day in accordance with the repayment schedule set out below.

Wedding dates are sold on average 12 months in advance meaning that the following repayment schedule will be put in place. The booking fee is non-refundable after the cooling off period. Refunds are given after any booking fee and administration/accounting charges are first deducted. If notice is given within 12 months of the wedding day no refund will be given. If notice within 14 months of the wedding day is given a 30% refund will be given after any administration and accounting charges. If notice is given within 16 months of the wedding day a 50% refund will be given after any administration and accounting charges. Any notice given before 16 months a 100% refund will be provided, after deductions. All refunds will be paid 30 days after being agreed.



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- 7. Technical failures:** Capture My Big Day takes reasonable steps ensure the wedding day events are captured to a reasonable quality. These reasonable steps include having backup equipment available to the team on the day in the event of a technical failure. The technology used is well maintained and chosen for its ability to work well under a verity of conditions however no technology is infallible. In the event of loss of Photographs, Video or Audio due to a technical failure/corrupted data/Visual and Audio Interference, Capture My Big Day will not provide any form of refund. These events are extremely rare and all precautions are taken by Capture My Big Day to prevent or correct this, however some acts are out of our control. As at the time of the contract being written we have had 0 incidents in relation to this.
- 8. Events on the day:** if there are any events or surprises planned for the wedding day which are not previously discussed with Capture My Big Day this will affect the quality of it being captured if at all. Capture My Big Day is not responsible for information or wrong information being provided about the day's events.
- 9. Final Content:** A wedding is a live event and the capturing of all agreed day's events for Photographs and Video is subject to the right conditions such as weather and the availability and willingness of subjects.

In addition, other factors can affect the final content such as, but not restricted to, technical failures, damage to equipment caused by accident or intentional, theft of equipment, tampering with our equipment, location restrictions, Injury on the day and interference caused by people and other professionals blocking line of sight.

Capture My Big Day will use their professional experience to try to overcome any of these obstacles within reason however no refund or discount of any kind will be given under these circumstances.

Capture My Big Day's judgment on photographic and video style and number of photographs and video clips taken shall be deemed correct by virtue of the professional experience of Capture My Big Day's team.

Due to changes in the weather and the availability and willingness of subjects, the team will do their best to honour any requested photographs or video shots, but does not undertake to guarantee any specific picture, background, location or group arrangement.

- 10. Drone Shots -** Any work carried out by the drone is restricted by any weather and legal requirements. Capture My Big Day will inform you of any legal restrictions such as locality to airports or airspace if the drone is requested by you. Capture My Big Day will always endeavour to get the best shots from the drone however are unable to work around unsteady weather conditions such as wind, rain or snow.



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- 11. Cancellation:** If Capture My Big Day has to cancel this contract due to reasons beyond our control (death, injury, severe illness, etc.), our liability shall be limited to a full refund of all monies paid to Capture My Big Day.

If Capture My Big Day cancels the booking in writing the booking will be refunded within 30 days upon notice of cancellation. Capture My Big Day reserves the right to cancel the booking at any time.

If the client wishes to cancel the contract written notice must be provided as soon as reasonably possible.

Within 12 months of cancellation notice no fee will be charged.

Wedding dates are sold on average 12 months in advance so it is deemed reasonable that the date cannot be re sold within 6 months. Therefore, a cancellation notice provided within 6 months of the wedding date will be subject to a charge of no less than 50% of the remaining balance.

Wedding dates are sold on average 12 months in advance meaning that the following repayment schedule will be put in place for funds paid to Capture My Big Day. The booking fee is non-refundable after the cooling off period. Refunds are given after any booking fee and administration/accounting charges are first deducted. If notice is given within 12 months of the wedding day no refund will be given. If notice within 14 months of the wedding day is given a 30% refund will be given after any administration and accounting charges. If notice is given within 16 months of the wedding day a 50% refund will be given after any administration and accounting charges. Any notice given before 16 months a 100% refund will be provided, after deductions. All refunds will be paid 30 days after being agreed.

If trading ceases any monies paid will not be refunded to you. In this unlikely event please contact your wedding insurance provider.

- 12. Failure to make Payment:** Payments timescales are shown on the booking confirmation letter, typically payments are made at 2 stages, one before the wedding and one when the work has been completed and is ready for digital delivery.

In the event of the first payment not being made Capture My Big Day is not required to capture the day. However, the customers listed on the confirmation letter will still be liable for the first payment as it is unreasonable for Capture My Big Day to lose a date which cannot be resold in such a short time scale after it has been clearly stated it has been reserved for that customer and charges will apply for cancelling.

In the event of any 2nd payment required not being paid Capture My Big Day will not release the product in any form until the balance is paid.



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In the event the final product is ready for delivery and the customer does not make payment a final demand letter will be issued. If payment is not made within 7 days of the date on the letter a charge of £150 will be applied to the outstanding amount to cover the cost of the administration now required to begin recovery of the outstanding balance.

After 7 days the case will be submitted to the HM Courts and tribunals service where interest on the outstanding balance can be applied.

13. Creative License: Capture My Big Day shall be granted creative and artistic license in relation to the photographs and video captured, the choice of locations and poses used however will value any input from client's.

14. Privacy: Capture My Big Day will store your name and wedding details on a private internal database. These details will not be made available to companies or individuals outside of Capture My Big Day. Should you wish to have any questions about this please contact us by email, Info@capturemybigday.com or by telephone +44 (0) 151 903 1148 or +44 (0) 7988 793 433.

15. Capture My Big Day reserves the right to change these terms and conditions at any time with 7 days' notice given in writing. If you do not agree to the changes you can cancel with a full refund by notifying us in writing.

By paying the booking fee and returning this signed contract you agree that you have read, fully understand the schedule and terms of agreement in this Contract and realise that this contract becomes effective immediately. You also agree that cancellation rates will apply in case of any cancellation as stated in these conditions.

Once this contract is signed and returned you will be sent a confirmation letter confirming your booking and detailing the balance and schedule.

16. Copyright: The 1998 Copyright, Designs and Patents Act assign copyright to Capture My Big Day. It is illegal to copy or allow to be copied by any means any photograph or video covered by this contract.

17. Display and Advertising: Capture My Big Day reserves the right to use any photograph or video for display, exhibition, competition and marketing.