

# WEDDING PHOTOGRAPHY BOOKING FORM

(effective as of April 1<sup>st</sup>, 2010)

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*Dear Client,*

*In the first part of this form, you will be required to fill out information regarding Your Wedding:*

1. YOUR WEDDING DAY INFORMATION

.....[p02]

*In the second and final part of this form, you will be made aware of our Terms of Service in regards to Wedding Photography:*

2. TERMS OF SERVICE

.....[p03]

*Filling out this form completely and accurately is the first step to booking Your Wedding Photography with Mavidy Studios. To do so, please print out the form in its entirety, write in the necessary responses with a black or blue pen, scan all pages then email the pages to [info@mavidystudios.com](mailto:info@mavidystudios.com)*

*We look forward to hearing from you and hope that we have the privilege of producing some beautiful photographic keepsakes of Your Special Day.*

*From The Team at Mavidy Studios,*

## **YOUR WEDDING DAY INFORMATION**

**What is the name of the Bride?** \_\_\_\_\_

Bride's Contact Email: \_\_\_\_\_ Bride's Contact Mobile: \_\_\_\_\_

**What is the name of the Groom?** \_\_\_\_\_

Groom's Contact Email: \_\_\_\_\_ Groom's Contact Mobile: \_\_\_\_\_

**What is the date of Your Wedding?** \_\_\_\_\_

**What is the approximate time-table of Your Wedding?**

Your Bridal Preparation is expected to begin at \_\_\_\_\_ and should finish at \_\_\_\_\_

Your Groom in Waiting Period is expected to begin at \_\_\_\_\_ and should finish at \_\_\_\_\_

Your Ceremony is expected to begin at \_\_\_\_\_ and should finish at \_\_\_\_\_

Your Guests are expected to arrive at the Reception at \_\_\_\_\_

The Wedding Party is expected to arrive at the Reception at \_\_\_\_\_

The Reception is expected to finish at \_\_\_\_\_

**Where is the location of Your Wedding?**

Ceremony: \_\_\_\_\_

Reception: \_\_\_\_\_

Do you have a specific location that you wish to go for the Bridal Party Shoot? \_\_\_\_\_

If YES, where is the specified location? \_\_\_\_\_

If NO, are you happy for the Photographers to choose a location that matches your style? \_\_\_\_\_

**Please tick the amount of Photography Coverage that you would like on the day:**

- Bride Pre-Wedding
- Groom in Waiting (Surrounding Ceremony Venue)
- Bridal Arrival
- Ceremony
- Family and Friends Portraits (In or Surrounding Ceremony Venue)
- Bridal Party with Locations depending on time and weather
- Reception Details with Mock Bridal Waltz and Cake Cutting

What is your estimate of the time duration (in hours) for the entirety of your need for Photographers on your Wedding Day? \_\_\_\_\_

Do you wish to pay an extra \$199.00 in order to retain other RAW photos in addition to the 60 High-Res Processed Images that are bundled in the Wedding Photography Package? \_\_\_\_\_

## TERMS OF SERVICE (Please read the following carefully)

1. By completing and returning this form as well as signing at the bottom of this page, the Client is acknowledging the beginning of the booking as well as declaring an awareness and understanding of the terms outlined below. The booking will not be finalized until a \$199.00 non-refundable deposit is made in order to secure the date of the Wedding Day Booking. In the event that a Client should cancel a Wedding Photography Booking (in the time between the date of the paid deposit and a date prior to the final full payment which is required at least 2 weeks prior to the Wedding Day), no further monies are payable by the Client however the initial deposit will not be refunded. If the Client should cancel a Wedding Photography Booking after the final payment is made, then 50% of the Package Price less the non-refundable deposit will be refunded back to the Client.
2. Mavidy Studios Photographers will make an appointment with the Client approximately 4 weeks before the scheduled Wedding Day to talk about final details. The Meeting should last between 60 to 90 minutes.
3. At the meeting, one important item that Mavidy Studios Photographers will ask of the Client is a 'Run Sheet' or 'In-depth Wedding Day Program' highlighting key events and/or key people that the Client specifically wishes to be photographed on the day.
4. Mavidy Studios Photographers are subject to obeying the facility / venue's restrictions (including gaining access to particular shooting grounds and or elevated positions). Hence, we would greatly appreciate having the opportunity to visit each venue at which we are requested to shoot in order to gain a good understanding of where our best positions would be at the specified time of day.
5. Mavidy Studios would like to make the Client(s) aware that the Client is releasing all usage rights and copyrights of the photos shot on the day by our Photographers to Mavidy Studios due to employing our Photography Services. The Client understands that the Client can use the Photographer's images without modification for any non-commercial personal use. However, the Client hereby authorizes the Photographer and anyone authorized by the Photographer to retain all usage rights for all images including commercial and advertising purposes.
6. Mavidy Studios will process all photos according to our Editing Team's Artistic Expertise (including airbrushing, retouching, colourations and other digital manipulations) before supplying them to the Client as finished products. Any additional modifications as requested by the Client afterwards can be discussed and quoted separately.
7. Liability Limits:
  - a. In the unlikely event that the Mavidy Studios Photographers fall ill and are unable to provide Photography Services on the scheduled Wedding Day, Mavidy Studios will make every attempt to secure Replacement Photographers. However, if we are unsuccessful, the limit of liability would be the full refund of all monies already paid for the Wedding Photography Package.
  - b. Although Mavidy Studios Photographers will take every care to transport your Photographs safely, in the unlikely event that the Wedding Photos shot on the day were to be totally or partially lost or destroyed due to thievery or any other extenuating circumstances including natural disasters, the limit of liability would be a 50% refund of the total Wedding Package Price after full payment is made by the Client.
8. Mavidy Studios Photographers do not take responsibility for the following
  - a. The absence of any late or non-appearing persons nominated by the Client to be photographed. As a result, the specified person(s) may not be in a desired photo. Therefore it is recommended that the relevant persons be present for the Client requested shoots. Whilst Mavidy Studios Photographers will make every effort to take photos specified by the client and according to our artistic expertise, due to extenuating circumstances and the pace of the wedding, we cannot guarantee the success of any specifically requested captures.
  - b. Unpredictable Weather Conditions which may impact various photographs and photographing opportunities.

*By signing your name below, you acknowledge the fact that you have filled out the above form as completely and accurately as possible and that you have read and understood the Terms of Services as outlined our Mavidy Studios.*

*Bride's Signature:* \_\_\_\_\_ *Groom's Signature:* \_\_\_\_\_

*Today's Date:* Day: \_\_\_\_\_ / Month: \_\_\_\_\_ / Year: \_\_\_\_\_