

Booking Form

Firstly I'd like to say congratulations !!! on getting married and thank you for choosing Kim Griffiths Photography

To secure your booking, please take the time with your partner to complete and return this form, along with your \$200 **non-refundable deposit**

After the last champagne cork has been popped, the cake eaten and the honeymoon enjoyed, the most momentous keepsake that remains from your special day are your wedding pictures

If you have any special requests please feel free to share these with me to assist in capturing your desired images

<i>Wedding Date</i>	
<i>Wedding Package</i>	Bronze / Silver / Gold

Personal details			
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Bride's name		Surname	
Groom's name		Surname	
Address			
Postal address			
Bride's mobile		Groom's mobile	

Ceremony details			
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Location		Start time	
Address		Duration	
Celebrant		Mobile	

Location pictures	
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Location/s	
<p>Please allow a minimum of 1 hour photography time and 30 minutes travel time before you arrive at your reception</p>	

Reception details			
Venue			
Address			
Venue contact		Phone	
Guest's start time		Bridal Party arrival time	

Bridal Party			
Maid of Honor		Mobile	
Bridesmaid 2		Bridesmaid 5	
Bridesmaid 3		Bridesmaid 6	
Bridesmaid 4		Bridesmaid 7	
Flower girl(s)			
Best Man		Mobile	
Groomsmen 2		Groomsmen 5	
Groomsmen 3		Groomsmen 6	
Groomsmen 4		Groomsmen 7	
Page Boy(s)			

Parent's Details	
Bride's Parents	
Groom's Parents	
Comments	

List of Family / Friends Group Pictures
These pictures will be taken once the ceremony has finished

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Please ensure all guests know if they need to stay for these group pictures.

Booking deposit

A reservation fee of \$200 is to be paid at the time this contract is signed and the balance is to be paid in full 14 days prior to the event. Your wedding photography booking is only confirmed/reserved once the completed booking form has been returned and the deposit paid.

Payments can be made by

- Cheque. Where a personal cheque is offered as payment, that payment must be made 3 business days prior to allow for appropriate clearance.
- Direct Deposit

Name - Kim Irene Griffiths
BSB - 062 410
A/C - 10011819

Once this form has been completed, signed and returned with the \$200 deposit, your wedding date is then confirmed and secured with Kim Griffiths Photography.

Please forward your signed copy by mail to

Kim Griffiths Photography
114 Hindmarsh St
Cranebrook, NSW, 2749
Mobile: 0450761972

I also accept scanned copies sent by email to kimgriffiths_photography@tpg.com.au

Please read through Terms and Conditions before signing this contract

GENERAL

1. This agreement constitutes an order for wedding photography services, including the taking of wedding pictures as agreed to by both parties: Kim Griffiths Photography and the Client.
2. Kim Griffiths Photography agrees to provide the Client with the number of images applicable to the package selected by the Client. Kim Griffiths Photography will use its best endeavors to provide the Client with photographs of people and items as requested by the Client.
3. The Client will supply Kim Griffiths Photography with all information, details, locations and times.
4. The Client warrants that the event details and personal details supplied are true and correct.
5. The Client shall make all arrangements and secure permissions of the proposed venues for the use of photography by Kim Griffiths Photography.
6. If photographic coverage over the wedding reception is required by the Client, the Client shall provide seating and meals to Kim Griffiths Photography, employees or contractors assigned to the event as required at no cost to Kim Griffiths Photography.
7. Under no circumstances does the Client have access to any raw files or unedited work.

QUALITY OF WORK

8. Kim Griffiths Photography shall not be liable for any defects in the images caused by factors out of its control including but not limited to poor lighting of venues or power failures.
9. The Client acknowledges that variations in lighting conditions can affect the standard of the images. Kim Griffiths Photography will use its best endeavors to reduce the impact of such variations but shall not be held liable for a reduction in the quality of the images due to such conditions.
10. Photographing the clients wedding day will be at the discretion of Kim Griffiths Photography. Any artistic requests of the Client must be notified in writing to Kim Griffiths Photography no later than at the final contact between Kim Griffiths Photography and the Client before the wedding. Kim Griffiths Photography will make every reasonable effort to comply with the Clients requests.
11. From the date of delivery of the final product the Client has 14 calendar days to contact Kim Griffiths Photography in writing to request changes to the images due to technical errors or defects. If the Client requests any changes after 14 calendar days due to technical errors or defects, Kim Griffiths Photography will charge further editing / processing fees of \$5 per image.
12. The safekeeping and longevity of the supplied product is the responsibility of the Client. The Client accepts that any degradation in any media (disk, DVD or USB etc.) supplied is not the responsibility of Kim Griffiths Photography.
13. Kim Griffiths Photography will accommodate most weather conditions; however excessive rain and/or wind and sand could damage camera equipment. For this reason certain exterior shots may be compromised.

PAYMENTS AND CANCELLATIONS

14. The Client agrees to pay Kim Griffiths Photography the amount applicable to the package selected by the Client in accordance with this agreement ("the package agreement price")
15. A \$200 deposit is required upon booking ("the Deposit"). The balance owing will be paid at least 14 days before the date of the wedding.
16. Any fee required to be paid by Kim Griffiths Photography for the use of any venue shall be a fee that the Kim Griffiths Photography shall recover from the Client in addition to the package agreement price.
17. If the Client requires any images in addition to the number applicable to the package selected, they must be requested in writing and will incur a fee of \$5 per image. The additional images will be provided at Kim Griffiths Photography's discretion.
18. If any photography equipment (including but not limited to cameras, lights, lens or flashes) is damaged beyond normal wear and tear due to malicious acts or negligence by the Client or by other attendees of the wedding, the Client agrees to pay any and all repair or replacement costs.
19. If the Client wishes to cancel the agreement they must do so in writing.
20. If a request is made in writing more than two (2) weeks before the date of the wedding, the Deposit may be transferred to another date subject to availability.
21. On signing of this agreement by both parties, Kim Griffiths Photography will reserve the time agreed upon and will not make another reservation for the specific time frame. For this reason, the Deposit is non-refundable.

COPYRIGHT

22. Copyright in the images including concepts and artwork remains the property of Kim Griffiths Photography at all times. Kim Griffiths Photography reserves the right to use the material for future promotional advertising, sales, unless otherwise agreed in writing.

I / we, the undersigned Contracting Party, hereby warrant that I am / we are competent to contract in my / our own name(s). I / we confirm that I / we have read the herein agreement prior to its execution and I / we are fully familiar with the contents thereof. This agreement shall be binding upon us and our heirs, legal representatives and assigns. We certify that we have kept a complete copy of this agreement with all blank lines completed.

Please note: Edited images contain a mixture of colour, black and white and special effects. If you do not wish to receive this mix of images you must notify Kim Griffiths Photography at all times in writing prior to the wedding date.

Please tick which package you would like to book for your special day

Bronze Package - \$600

Bride's arrival, ceremony and bridal party shoot
Family and group photos after the ceremony
Cake cutting
Up to 4 hours of coverage
400 hi-res images on disc in colour and black & white (including photo editing)

Silver Package - \$800

Bridal preparations, bride's arrival, ceremony and bridal party shoot
Family and group photos after the ceremony
Bridal party entrance at reception and cake cutting
Up to 6 hours of coverage
500+ hi-res images on disc in colour and black & white (including photo editing)
BONUS DVD slideshow of selected images

Gold Package - \$ 1100

Bridal preparations, bride's arrival and ceremony
Family and group photos after the ceremony
Location photos with the bridal party
Bridal party shoot and reception until after the first dance
Up to 8 hours of coverage
600+ hi-res images on disc in colour and black & white (including photo editing)
BONUS DVD slideshow of selected images.

Date: / /

Signed by Client/s

Date: / /

Signed By Kim Griffiths Photography

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