

BW Videofilms Wedding Booking Form

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Date of wedding:	Time of service:
Bride's full name:	Groom's full name:
Service to be held at:	Reception to be held at:
Minister / Registrar's name:	Approx.no. of guests: Day: Evening:
Best man:	Page boy(s):
Bridesmaid(s):	Ushers(s):

Coverage required – start/finish: (see current price guide)	
Any music preferences? e.g. Pop / Swing / Jazz / Classical / Other – or leave it to BW?	
Growing up photos?	Name of photographer if known?

Where did you hear about BW Videofilms?	Do you have any objection to clips from your video being used for demonstrations to future clients?
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Wedding booked by:		
Address:		Tel. Day:
E-mail:		Tel. Eve:
Price agreed:		Mobile:
Deposit:	Balance - due by wedding day:	
I have read and agreed with the Terms & Conditions* Client signature:		Date:

1) Introduction

A contract is formed between a customer (referred to as the "Customer") and **BW VIDEOFILMS** (referred to as the "Company") when an Order is received from the Customer. An Order may be in written, verbal or electronic form. The Product or Service shall mean any product or service that is provided by the Company to the Customer. These conditions do not affect your statutory rights.

2) Basis of law

These Terms and Conditions and any accompanying letter and/or contract are governed by the laws of the United Kingdom

3) Supply

The Company agrees to supply the product(s) or service(s) to the Customer as detailed in the Order and according to the terms and conditions of this contract.

4) Rights reserved

Should the Company choose not to enforce any or all of these conditions it should not be interpreted as a waiver of any of the Company's rights. By providing the Company with an Order, the Customer accepts these terms and conditions.

6) Health & Safety

The Company and Customer will act in accordance with all relevant health and safety requirements in order to provide the product(s) or service(s).

7) Booking Fee/Cancellation

The deposit paid by the Customer to reserve the product(s) or service(s) of the Company will be accepted as a Booking Fee. If the Customer cancels the order less than 8-weeks prior to the Company supplying the product(s) or service(s), the Customer will be liable for the whole invoice value less any Booking Fee already paid. If the Customer cancels their Order more than 8-weeks prior to the Company supplying the product(s) or service(s), they shall forfeit the Booking Fee.

5) Payment

Balance of payment shall be made by the Customer before or on the wedding day. The Company reserves the right to charge interest on overdue amounts at an annual rate of 5% above the bank base rate ruling on the date payment is due. Title in the goods or services shall remain with the Company until full payment has been received, unless otherwise stipulated in the Order.

8) Liability

The Company accepts no liability for any loss or damage that may arise from the supply of the product(s) or service(s). In the unlikely event of the Company being unable to supply the product(s) or service(s) as specified in the Order, liability shall be limited to the total invoice value – or monies already paid by the Customer.

9) Copyright

Unless otherwise stated in the Order, the Company retains copyright in all their Original Material. Original Material includes video recordings, graphics, soundtracks, printed material and any other design or artwork commissioned by the Customer in relation to the Order. The Customer must ensure that permission is sought for the inclusion of any copyright material they supply to the Company to enable them to deliver the product(s) or service(s). The Customer must also ensure that permission is sought for the inclusion of any performers or performances, trademarks and locations. The Company retains the right to use this material in its original and edited form as they see fit, unless otherwise agreed in the Order. The Customer agrees to indemnify the Company in the event of any breach of copyright claims being brought against the Company in respect of material supplied by the Customer.

10) Data Protection

The Customer must ensure that all necessary arrangements have been made with, and permissions obtained from, people and places that may be recorded on video as a result of the Company supplying the product(s) or service(s) – and that such recording is in compliance with Data Protection.

11) Complaints Procedure

In the unlikely event of a dispute over the supply of product(s) or service(s), the Customer and Company agree to accept the findings of the Institute of Videography Arbitration Office. Any disputes must be notified within 28-days of the Customer receiving the product(s) or service(s).

12) Care and Damage to client property

Whilst every care is taken in the handling of the Customer's property, the Company accepts no responsibility whatsoever for any loss or damage, howsoever caused, or any other loss by unforeseen circumstances whilst they are in the custody of the Company. Liability for such loss or damage will be limited to the replacement cost of the materials or media and in no circumstances will any liability attach to any claim for the value of the content.

13) Right of Assignment

The Company retains the right to assign the supply of the product(s) or service(s) to the Customer to another suitable company in the unlikely event that they are unable to complete these terms and conditions.

14) Confidentiality

Unless otherwise agreed the Company will treat any information gained during the supply of the product(s) or service(s) as being private and confidential. Likewise, the Customer shall keep confidential any methodologies and technology used by the Company to supply of the product(s) or service(s).

15) Church Recordings

Please obtain permission in advance for use of video during the service. Church fees if any are not included.

16) Corrections and changes

Errors or defects will be corrected no quibble of course but must be advised promptly to the Company as modifications can only be made while the programme is on the edit computer hard drive. Minor subjective changes e.g. changing music, will also be incorporated at our discretion but we reserve the right to charge additional editing fees in the unlikely event of excessive changes.

17) Copies

Premium quality DVD and Blu-ray copies from the digital master source will be available for at least 12 months from wedding date. Indefinite long-term storage after then cannot be guaranteed. The Customer may purchase the digital master if required.

Finally, refreshments: *Not a condition, but when coverage is required into the evening I need sustenance and provision of a hot meal at the same time as the guests will be much appreciated, thanks.*