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### Wedding Photography Booking Form

#### **Your Details**

Bride/Groom Name #1: \_\_\_\_\_

Bride/Groom Name #2: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

Post Code: \_\_\_\_\_

Contact Tel Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

How did you find us?: \_\_\_\_\_

#### **Your Wedding:**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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

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

## **Available Packages** Please tick your selected package

<input type="checkbox"/> <b>Part Day: £495</b> <ul style="list-style-type: none"> <li>• 3 hours continuous coverage</li> <li>• One Photographer</li> <li>• Travel up to 50 miles from Swansea</li> <li>• All edited images on USB</li> </ul>	<input type="checkbox"/> <b>Digital: £895</b> <ul style="list-style-type: none"> <li>• One Photographer</li> <li>• Cover from bridal preparations to 8pm</li> <li>• Travel up to 50 miles from Swansea</li> <li>• All edited images on USB</li> </ul>
<input type="checkbox"/> <b>Deluxe: £1395</b> <ul style="list-style-type: none"> <li>• Two Photographers</li> <li>• Cover from bridal preparations to 8pm</li> <li>• Travel up to 50 miles from Swansea</li> <li>• All edited images on USB</li> <li>• One 10x10" luxury album (15 spread)</li> </ul>	<input type="checkbox"/> <b>Complete: £2195</b> <ul style="list-style-type: none"> <li>• Two Photographers</li> <li>• Cover from bridal preparations to 10pm</li> <li>• Travel up to 50 miles from Swansea</li> <li>• All edited images on USB</li> <li>• One 12x12" luxury album (15 spread)</li> <li>• Two 6x6" parent albums (copies of main album)</li> <li>• 100 'Thank You' cards</li> <li>• Pre-wedding photoshoot &amp; all edited images</li> </ul>

## **A la carte**

<input type="checkbox"/> Additional Photographer: £250 (full day package)/£100 (part day package)	<input type="checkbox"/> Additional Cover: £75 p/h _____ hours
<input type="checkbox"/> Pre-wedding Shoot: £150 <i>Includes all edited images</i>	<input type="checkbox"/> Discount Voucher: _____

**Agreement:** It is agreed that the following terms form an integral part of this contract and that no variation or modification to the contract shall be effective unless accepted by all parties in writing. The agreement is between the clients named on page 1 of this form, and Steph Barry Photography. The clients will always be considered the parties getting married regardless of who is making the payment for the wedding, except in the case of minors (if both partners are under 18). It is also understood that the clients (named on page 1 of this booking form) have viewed and accepted the photographer's style and quality of work through their website and sample albums.

**Booking Fee:** A non-refundable booking fee of £250 is required when the client signs this contract. Dates are only reserved when a booking confirmation is issued (upon receipt of cleared booking fee and completed booking form).

**Payment Schedule:**

At Booking: £250

6 months before wedding: 50% of remaining balance

28 days before wedding: remaining balance

**Cancellation:** All formal cancellation requests must be made in writing, either by post or by email. You will be notified that the cancellation request has been received. It is the client's responsibility to ensure that the request has reached the photographer, and therefore we suggest that you check by telephone that the request has been received. The photographer is not responsible for any requests which have been lost in transit.

The booking fee is non-refundable in the event that the client cancels. If the client cancels within 6 months but more than 90 days before the wedding, the booking fee+50% of the remaining balance is retained. If the client cancels within 90 days of the wedding the full balance of the wedding is retained. If there is a balance outstanding at the time the client cancels this must be paid before cancellation request can be actioned.

**Amendments:** Once booked you cannot change your selected package. Any additional items required can be purchased individually from the 'A la carte' menu at their current price.

All formal amendment requests must be made in writing, either by post or email. You will be notified in the event that the amendment request has been received. It is the client's responsibility to ensure that the request has reached the photographer, and therefore we suggest that you check by telephone that the request has been received. The photographer is not responsible for any requests which have been lost in transit.

We will accept **one** wedding date change per booking provided we have the new date available *and* at least 90 days notice is given. If we do not have the new date available then the client acknowledges that it will be treated as a cancellation by request of client.

If the client postpones the wedding when the current booked date is **more** than 6 months away then the booking will be transferred across free of charge.

If the client brings a wedding forward to an earlier date, regardless of the original booked date, it will be transferred free of charge.

If the client postpones the wedding when the current booked date is **less** than 6 months but more than 90 days away then a new booking fee of £250 will be applied in addition to previous package.

If the client postpones a wedding when the current booked date is **less** than 90 days away, then the client acknowledges that this will be treated as a cancellation and new booking. Previous payments will be lost, outstanding final payment will be due and a brand new booking at current prices will be made.

**Package Inclusion:** Please note that packages cannot be amended. There will be no substitutes or discounts for unused portions of your chosen package. Any items included in packages such as prints, albums and thank you cards must be ordered within 1 year of your wedding. Failure to order within this timeframe will result in your gallery being closed. The fee for reopening a gallery and reloading images from the archive for ordering will be £100 and will grace you 90 days for ordering.

For packages including bridal preparation, the photographer will endeavour to capture the final 90 minutes of bridal preparation before heading to the ceremony location ahead of you. From our experience more than 90 minutes of bridal preparation is not necessary and as such is restricted in our packages. If you would like us to be present for more than 90 minutes of bridal preparation this will be charged at our additional hourly rate of £75 per hour.

If on the day you request that we stay longer than booked and we agree, you will be charged an additional £75 per hour, per photographer. You will be invoiced for this the following day and full payment must be made before the release of any images.

**Additional Fees:** In the event that the client requests a specific location for photos, the client is responsible for any fees, permits or permission for this including, but not limited to, access fees, parking etc. Client is also responsible for arranging this. Any fines as a result of these fees, permits or permissions not being arranged falls to the client.

**Adverse Weather:** In the event of rain, snow, strong winds or any other adverse weather conditions on the day, the Photographer will make any necessary changes to the photographic session at her sole discretion. However, the Photographer, with the cooperation of the client, will give her best effort to produce coverage of the wedding within the time allocated. In this event, the client will seek a suitable room or location in which the photographs can be taken.

**Coverage:** 1. The Photographer will not be held responsible for any lack of coverage caused by the bride, groom or wedding party not being on time, or by the Church, Registry Office or other licensed place imposing any restrictions on the Photographer. 2. The photographer shall be granted artistic license in relation to the poses photographed and the locations used. Although every effort will be made to comply with the Clients' requirements, the photographer's judgement regarding the location, poses and number of photographs taken shall be deemed correct. 3. For bookings involving a church ceremony or at certain other venues, photographers' movements are sometimes restricted by the minister or official in charge: photographing of parts or even all of the ceremony may be restricted or prohibited, as may the use of artificial lighting. The photographer cannot accept responsibility for limited coverage in such cases. 4. Whilst the photographer shall endeavour to fulfil all the Clients' requirements, she cannot be held responsible for non-availability of subjects or adverse conditions which may delay the progress of proceedings, preventing the coverage of certain specified shots. 5. Any alterations made to the booking by the Clients once details have been confirmed may only be made at the discretion of the photographer. If unable to accommodate alternative arrangements (such as the change of venue) the photographer is not liable to compensate the client(s) in any way whatsoever. 6. Additional hours of coverage are available at a rate of £75 an hour.

**Included Shots:** Every effort will be made to capture key shots as notified by the clients ahead of their wedding, however clients acknowledge that the photographer is not liable for any shots on the list which are not captured due to the timeline and events of the day.

**Completion Schedule:** A sneak peek photo will be posted to our website and social media within 48 hours of your wedding. The photographer will not tag you in this image, however you are welcome to tag yourself and share the image with family and friends.

A USB and private online gallery of your edited images will be made available to you within 6 weeks of your wedding.

Album proofs will be sent to you within 12 weeks of your wedding to allow you to approve or make amendments to your album before going to print. Once approved, your album will be delivered to you within approximately 6 weeks (depending on the printing company's current processing time).

Prints will be delivered to you within 2-4 weeks of ordering, depending on the printing company's current processing time.

**Exclusive Photographer:** Steph Barry Photography shall be the sole professional photographer at the venues specified. Guests are welcome to take photos, however if their photography is impacting our ability to work we reserve the right to ask them to wait until an appropriate time for them to take their photographs. If guests negatively impact our ability to work the photographer will not be held responsible and will not be liable to refund the client, in full or part, due to guest interference.

**Reprint / Enhancing Orders:** 1. All orders for reprints or additional products must be accompanied by full payment 2. Prices agreed at time of booking will be guaranteed. 3. All edits of images will be provided on a USB for the client. No original files are given to the client. Any images requested to be altered after the USB is provided will be charged.

**Copyright:** All images will remain the copyright of Steph Barry Photography We reserve the right to use the images as a display of our level of work both online and offline, as well as marketing and advertising. The client will be allowed to use their images for personal use and private printing only. Any non-personal use including, but not limited to, competition entries, blog submissions, commercial use or any other use for profit is prohibited without the express written consent of Steph Barry Photography.

**Force Majeure:** In the event of injury, sickness, pregnancy or death, loss or theft, total or partial photographic failure the Photographer's liability shall be limited to a full refund of all monies paid to her under this contract. Your statutory rights are not affected.

**Illness/Injury of Photographer:** Steph Barry Photography is fully insured with £1m liability cover. In the unlikely event that the photographer is unable to attend your wedding due to illness or injury, also extended to pregnancy or maternity leave, every effort will be made to send another photographer with a similar photography style and equal or greater level of experience. In the event that we are unable to find an alternative photographer for your wedding we will notify you and provide you with a full refund however liability will be limited to a full refund of all monies paid under this contract and neither party shall be liable for indirect or consequential loss for any reason.

**Limitation of Liability:** The Photographer agrees that every effort will be made to provide high quality of photographic service. In the unlikely event that a catastrophic failure should occur to the Photographer's equipment or that the Photographer is for any reason unable to provide the client with the agreed photographic service and/or products, or if the quality of the services and/or products falls below the photographer's usual standard of work, the Photographer and client agree that the Photographer will not be responsible for any other consequential damages; emotional or otherwise. Any refunds will be decided by the photographer on a pro-rata basis of images delivered. The Photographer's liability shall be limited to a maximum of full refund of all monies paid to her under this contract, less any services rendered and/or products delivered in keeping with the contract. Neither party shall be liable for indirect or consequential loss for any reason.

**Copyright:** The copyright of all photographs produced is retained by Steph Barry Photography. Illegal copies of photographs must not be made by any means, under the terms of the Copyright, Designs and Patents Act 1988. Original files will remain the property of the Photographer, who reserves the right to use any images for promotional purposes without further need for permission of the subject or client.

**Vendor Meals:** For full day weddings (where the photographers are required to be present before and after the wedding party has their meal) a hot meal would be greatly appreciated to help us to do our job. If you are unable or unwilling to provide us with a vendor meal on the day please let us know in advance so that we can make alternative arrangements, which may include a set amount of time off-site to have a sufficient meal and break.

When asking your co-ordinator about feeding us, make sure that you specify vendor meals (otherwise you will be charged full price as per your guests – vendor meals are usually significantly cheaper). A seat is not required for us as most venues have a separate area for vendors to dine in away from the wedding party and guests.

A meal is not required for packages where we are not present after the meal. If in any doubt please contact us to ask.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Payment Details:

\*Bank Transfer preferred\*

**Sort Code:** 30-95-46 **Account Number:** 34335360 **Name:** S Barry

If you wish to pay by credit/debit card please ask us. All card payments incur a 3% card processing charge