

April Productions

Video & Photography

6 Chapman Close
The Shires
Towcester
Northamptonshire
NN12 7AQ

01327 353303 / 07764 461671

Info@AprilProductions.com

Booking Form

Please fill out complete form in CAPITAL LETTERS

Full name of Partner 1:			
Full name of Partner 2:			
Contact Address:			
Contact Telephone no:			
Mobile Telephone no:			
Email Address:			
Ceremony details:			
Date:		Time:	
Full Venue Name and address including postcode:			
Reception details:			
Date:		Time:	
Full Venue Name and address including postcode if different from ceremony details above:			
Order Code: e.g. Video 3 HD or photography-combi			
I / We agree to April Productions terms & conditions of business			
Name:		Signature:	
Name:		Signature:	
How did you hear about April Productions			

BOOKING FEE SHOULD BE MADE WITH THE DETAILS BELOW

Bank details **Account number** 42199993 **Sort code** 09-06-66

Make all cheques payable to 'April Productions'

Please return asap with your booking fee to guarantee your booking.

Terms and Conditions of Business - Videography Updated February 2019

1. You are responsible for getting permission for April Productions to film at the venues requested & any fees payable.
2. We always try to film the ceremony/reception service from the best angle possible, however if we are told to film from a specific position by the registrar/clergyman this is beyond our control.
3. We supply you with 3 copies of your ceremony/reception on DVD or video (2 copies for our evening reception packages), please see point 4.
4. The DVD's that we supply are in the DVD-R format (region 0 PAL); DVD+R (region 0 PAL) are available on request. If you are unsure of the compatibility of your DVD player with our discs please ask before booking as refunds will not be given.
5. Music copyright for your video must be obtained from- <http://alturl.com/qzpy> (MCPS-PPL Joint) April Productions can do this on your behalf for the cost of the license plus a £10 administration fee. The licence must be obtained at least 14 days prior to the ceremony/reception day.
6. The master tapes remain our property as does the copyright of the footage. The copyright and these tapes, which are not playable on domestic equipment, can be bought on payment of a fee. Under copyright law, you are not permitted to make copies of the tapes or DVDs we supply without our permission, we can supply additional copies, prices P.O.A.
7. You are responsible for ensuring that any audio or visual material provided to April Productions for inclusion in the DVD/video has the appropriate copyright clearance.
8. We take a non-refundable booking fee of £50 on receipt of a completed booking form. This secures our videography services on your ceremony/reception date. – Cash, Cheque or Bank transfer is acceptable.
9. On receipt of a signed & completed booking form, we will post you back a copy, along with an invoice showing the balance owing, and the date the balance is due by. Please check the details on the booking form carefully and notify April Productions immediately of any errors/omissions.
10. The cleared balance owing should be paid in full by 14 days before the ceremony/reception date. If this money is not received prior to this date we will not be under any obligation to perform any further work. – Cash, Cheque or Bank transfer is acceptable.
11. You have the option of paying the balance off in instalments if you prefer, however please note any payments made are non-refundable should the ceremony/reception be cancelled at a later date.
12. Should you cancel your ceremony/reception or wish to cancel our services, cancellation fees apply on a sliding scale, dependant on the amount of notice. Please see point 13.
13. The client may cancel this contract at any time by giving written notice to April Productions but in doing so shall forfeit any monies paid. Should cancellation be received by April Productions between 1 and 2 months prior to the date of the ceremony/reception, the client shall in addition pay a sum equal to 50% of the contract value. Should cancellation be received by April Productions within 1 month prior to the date of the ceremony/reception, the client shall in addition pay a sum equal to 75% of the contract value. Should cancellation be received by April Productions within 14 days of the date of the ceremony/reception, the client shall in addition pay a sum equal to 100% of the contract value. The sum shall be payable as compensation as an estimate of the loss that April Productions would suffer.
14. If in the unlikely event that we are unable to complete the engagement for any reason whatsoever we will do our best to find another reputable company to film your ceremony/reception through our business contacts. If no such replacement can be found then our total liability is limited to making a refund of all money paid under the agreement, less any out of pocket expenses reasonably incurred.
15. In the unlikely event of equipment failure on either the day of filming or post-production stage, April Productions liability is limited to making a refund of all money paid under the agreement. For this reason we advise that you have adequate insurance.
16. Whilst we will do our best to record all the significant parts of the ceremony and function, including any specific parts you have asked us to record, the contents of the recording shall be at our discretion and subject to conditions on the day. We can give no absolute undertaking to successfully record any particular event or part of the ceremony.
17. Prices are based on events taking place within a 20-mile radius of Towcester, travel beyond that radius will be chargeable, and mutually agreed before booking with the client.
18. Video 3 & Video 4 packages will only include the bride getting ready if this is within 10 minutes of the ceremony location.
19. Video 3 will include your first dance as long as this is before 8.30pm.
20. We may use video or photographs from your ceremony/reception day for promotional purposes, (i.e. demonstration CD/DVD). Please notify us in writing if you do not want us to use your ceremony/reception day for this purpose. (We recommend this is posted recorded delivery for guaranteed receipt) This means on behalf of yourselves and the ceremony/reception party and guests.
21. We aim to send you your DVD/s disc/s within 4 weeks, but over peak season (May-October) this may take up to 6 weeks.

Terms and Conditions of Business - Photography Updated February 2019

1. You are responsible for getting permission for April Productions to film at the venues requested & any fees payable.
2. We always try to capture the ceremony/reception service from the best angle possible, however if we are told to shoot from a specific position by the registrar/clergyman this is beyond our control.
3. We supply you with a DVD-r containing full resolution JPG images of the photographs taken at your ceremony/reception day.
4. Copyright for the photographs remains with April Productions, clients are buying licensed copies with reproduction rights for personal use, not for resale, advertising, promotional or use for the gain of monies, without the express permission from April Productions, a fee may be required, prices P.O.A.
5. We take a non-refundable booking fee of £50 on receipt of a completed booking form. This secures the services of our photographer on your ceremony/reception date. – Cash, Cheque or Bank transfer is acceptable.
6. On receipt of a completed booking form along with your booking fee, we will post you back a copy, along with an invoice showing the balance owing and the date the balance is due by. Please check the details on the booking form carefully and notify April Productions immediately of any errors/omissions.
7. The cleared balance owing should be paid in full by 14 days before the ceremony/reception date. If this money is not received prior to this date we will not be under any obligation to perform any further work. – Cash, Cheque or Bank transfer is acceptable.
8. You have the option of paying the balance off in instalments if you prefer, however please note any payments made are non-refundable should the ceremony/reception be cancelled at a later date.
9. Should you cancel your ceremony/reception or wish to cancel our services, cancellation fees apply on a sliding scale, dependant on the amount of notice. Please see point 10.
10. The client may cancel this contract at any time by giving written notice to April Productions but in doing so shall forfeit any monies paid. Should cancellation be received by April Productions between 1 and 2 months prior to the date of the ceremony/reception, the client shall in addition pay a sum equal to 50% of the contract value. Should cancellation be received by April Productions within 1 month prior to the date of the ceremony/reception, the client shall in addition pay a sum equal to 75% of the contract value. Should cancellation be received by April Productions within 14 days of the date of the ceremony/reception, the client shall in addition pay a sum equal to 100% of the contract value. The sum shall be payable as compensation as an estimate of the loss that April Productions would suffer.
11. If in the unlikely event that we are unable to complete the engagement for any reason whatsoever we will do our best to find another reputable company to photograph your ceremony/reception through our business contacts. If no such replacement can be found then our total liability is limited to making a refund of all money paid under the agreement, less any out of pocket expenses reasonably incurred.
12. In the unlikely event of equipment failure on either the ceremony/reception day or post-production stage, April Productions liability is limited to making a refund of all money paid under the agreement. For this reason we advise that you have adequate ceremony/reception insurance.
13. Whilst we will do our best to photograph all the significant parts of the ceremony/reception day, including any specific group shots that you have asked for us to photograph, the photographs taken shall be at our discretion and subject to conditions on the day. We can give no absolute undertaking to successfully photograph any particular event or part of the ceremony/reception day.
14. Prices are based on events taking place within a 20 mile radius of Towcester, travel beyond that radius will be chargeable, and mutually agreed before booking with the client.
15. Photo 3 & Photo 4 packages will only include the bride getting ready if this is within 10 minutes of the ceremony location.
16. Photo 4 will include your first dance as long as this is before 8.30pm.
17. We may use the photographs from your ceremony/reception day for promotional purposes, (i.e. demonstration CD/DVD). This means on behalf of yourselves and the ceremony/reception party and guests. Please notify us in writing if you do not want us to use your ceremony/reception day for this purpose. (We recommend this is posted recorded delivery for guaranteed receipt)
18. We aim to send you your DVD/s disc/s within 4 weeks, but over peak season (May-October) this may take up to 6 weeks

Terms and conditions are also available in large text on request