

## Wedding Photography Booking Form

### Client Details

Date of Wedding: \_\_\_\_\_

Brides Name: \_\_\_\_\_ Grooms Name: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Wedding Morning Details

Address where the bride will get ready: \_\_\_\_\_

Postcode: \_\_\_\_\_ Contact Tel: \_\_\_\_\_

Time bride leaving: \_\_\_\_\_ Time of ceremony: \_\_\_\_\_

Special Notes: \_\_\_\_\_

### Wedding Ceremony Details

Address of Ceremony: \_\_\_\_\_

Postcode: \_\_\_\_\_

Name of person conducting ceremony: \_\_\_\_\_ Type of service: \_\_\_\_\_

Special Notes: \_\_\_\_\_

### Wedding Reception Details

Address of Reception: \_\_\_\_\_

Postcode: \_\_\_\_\_ Venue Website: \_\_\_\_\_

Name of venue contact: \_\_\_\_\_ Contact Tel: \_\_\_\_\_

#### **Approx. Timings:**

Sit down meal: \_\_\_\_\_ Cake cut: \_\_\_\_\_ Speeches: \_\_\_\_\_ First dance: \_\_\_\_\_

Special Notes: \_\_\_\_\_

### Wedding Party Names

Number of day guests: \_\_\_\_\_ Number of evening guests: \_\_\_\_\_

Best man(men): \_\_\_\_\_

Chief Bridesmaid / Maid of Honour: \_\_\_\_\_

Ushers: \_\_\_\_\_

Bridesmaid(s): \_\_\_\_\_

Page boys / Flower girls: \_\_\_\_\_

Brides Parents: \_\_\_\_\_

Grooms Parents: \_\_\_\_\_

**Wedding packages (Please tick box)**  
**Bespoke packages are often tailored to you**

**Half Day Package £949.00**

- 1x photographer
- Half day 3-4 hrs coverage from ceremony through to wedding breakfast start
- Digital processing & re-touching
- Personal online client gallery
- All high resolution images supplied on DVD in presentation case
- Full personal use copyright granted
- Bespoke albums are available at extra cost

**Full Day Package £1349.00**

- 1x photographer
- Unlimited coverage from bridal preparation through to first dance (9-10 hrs)
- Digital processing & re-touching
- Personal online client gallery
- All high resolution images supplied on DVD in presentation case
- Full personal use copyright granted
- 25 printed thank you cards to send to your guests
- Bespoke albums are available at extra cost

**Extras**

Fun Booth - £270.00

Extra Photographer - £325.00

Engagement Shoot - £225.00

25 Extra Thank you cards - £40.00

Interested in Albums (Please Tick)

**Passport Wedding Package from £1349.00**

- 1x destination photographer
- Unlimited coverage from bridal preparation through to first dance (9-10 hrs)
- Digital processing & re-touching
- Personal online client gallery
- High resolution images supplied on DVD in presentation case
- 50 printed thank you cards
- Full personal use copyright granted
- The client covers all travel/accommodation/substance to the venue. 3 nights stay is required.

**Wedding Film DVD Package £1249.00**

- 1x videographer
- 5-10 minute wedding film with music, shot with HD cameras and tracking shots
- Real time editing of service and speeches
- Title sequence & DVD menus
- 2x DVDs in presentation case
- Digital file available for iPad/iPhone mobile device
- Coverage from bride get ready to first dance

**Film & Photos Package £1949.00**

- £549 saving on joint booking
- 1x photographer & 1x videographer
- Unlimited coverage from bridal preparation up to first dance
- Digital processing & re-touching
- Personal online client gallery
- All high resolution images supplied on DVD in presentation case
- Full personal copyright granted
- 25 printed thank you cards to send to your guests
- Video as per DVD Package

**NOTES**

.....

.....

.....

.....

.....

*\*Overnight accommodation and travel may be added on for long distance weddings.  
\*Prices are a guide and subject to change in accordance to meet your needs.*

## THE CLIENTS

We have read and understood the terms and conditions below and pay £250.00 deposit to secure the booking, and agree to pay the balance of the total price no later than 14 days prior to the event.

Print Name (Groom): \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name (Bride): \_\_\_\_\_ Signed: \_\_\_\_\_

Total Payable £ \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Payment Details

**Cheques made payable to Richard Reed.**

**BACS:**

**Name: Barclays Bank**

**Sort: 20-84-17**

**Account: 40797553**

**© Richard Reed Photography 2015**

33 Newstead Rise, Caterham

Surrey, CR3 6RS, UK

Tel: +44(0) 7941 236714

Email: [mail@richardreedphotography.co.uk](mailto:mail@richardreedphotography.co.uk)

Web: [www.richardreedphotography.co.uk](http://www.richardreedphotography.co.uk)

---

## Richard Reed Wedding Photography Terms and Conditions

**ENTIRE AGREEMENT:** This contract contains the entire agreement for photographic services to be provided by RICHARD REED to the CLIENTS and contains the entire understanding between RICHARD REED and the signatories identified below. The term RICHARD REED includes reference to anyone working for Richard Reed Photography either as main/second photographer/videographer or assistant and as such covered under this agreement. Should Richard Reed not be available this contract is still valued for the person undertaking the work recommended by Richard Reed. It supersedes all prior and simultaneous agreements between the parties. The only way to change or add to this agreement is to do so in writing, and providing the document is signed by all the relevant parties.

**RESERVATION:** Upon this contract being signed and returned with the deposit, RICHARD REED will reserve the time and date agreed upon, and will not make other reservations for that time and date. For this reason, the reservation deposit of £250.00 is non-refundable, even if the date is changed or the wedding cancelled for any reason whatsoever. The reservation deposit is to be paid at the time of signing this contract, and is to be applied towards the contracted wedding photography package price. THE CLIENTS understand and agree that the entire amount due for the wedding photography package described in the agreement is payable in full no later than 14 days prior to the wedding date. Failure to make final payment before the wedding date may result in a cancellation of the booking and deposit lost. Allowances may be made at the discretion of Richard Reed Photography.

**CANCELLATION:** THE CLIENTS may cancel this agreement at any time by giving written notice to the photographer but in doing so shall forfeit any moneys paid. Should the photographer receive cancellation notice less than 60 days prior to the date of the wedding THE CLIENTS shall be liable to pay 40% of the contract value less deposit paid. Should the photographer receive cancellation notice less than 30 days prior to the date of the wedding THE CLIENTS shall be liable to pay 80% of the contract value less deposit paid.

### **LICENCE & COVERAGE:**

**a)** RICHARD REED shall be granted artistic licence in relation to the poses photographed, locations used, style and framing. Although every effort will be made to comply with THE CLIENTS' requirements, the photographer's judgement regarding the location, poses and number of photographs shall prevail.

**b)** 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.

**c)** Whilst the photographer shall endeavour to fulfil all THE CLIENTS' requirements, he cannot be held responsible for non-availability of subjects or adverse weather conditions which may delay the progress of proceedings or prevent the coverage of certain specified shots.

**d)** Any alterations made to the booking by THE CLIENTS once details have been confirmed may only be made at the discretion of RICHARD REED. If unable to accommodate alternative arrangements (such as the change of ceremony date or venue) RICHARD REED is not liable to compensate THE CLIENTS in any way whatsoever.

**e)** RICHARD REED accepts no liability for failing to providing 'THE CLIENTS' with any requested photographs if they have not been requested before the event date. THE CLIENTS accept that RICHARD REED can only photograph specific things if they have been requested. Otherwise they leave the choice and type of coverage up to the Photographers discretion.

**EVENT GUIDE:** THE CLIENTS will be responsible for (or have someone designated to take responsibility for) identifying people/objects of whom/which specific photographs are desired. The photographer will NOT be held accountable for not photographing specific people if there is no one to assist in identifying or gathering such people for the photograph(s).

**90 MINUTE WINDOW:** (This is not relevant to all Weddings and is negotiable as to THE CLIENTS' requirements.) The bride and/or groom agree to set aside at least 30 minutes before the commencement of the wedding ceremony and a 60 minute time frame afterwards for photographs that cannot be obtained during the ceremony or reception. The 60 minutes following the ceremony includes group photographs. If either the bride's or groom's late arrival (or any other reason beyond the photographer's control) prevents this 90 minute window from occurring, the photographer shall not be held liable for failure to take specific photographs. The photographer should be made aware of any cultural or faith aspects of the wedding that will enable him to produce the best photographs for the day.

**CO-OPERATION:** The parties to this contract agree to positive co-operation and communication for the best possible result within the definition of this assignment. The photographer is not responsible for key individuals' failure to be present or to co-operate during photography sessions, nor for missed images due to details not revealed to the photographer.

**GUEST CO-OPERATION:** THE CLIENTS are responsible for the conduct of their guests. The photographer will not tolerate verbally or physically abusive behaviour, nor will he share his time or compete with guest photographers for the attention of the subjects. Unchecked guest conduct that interferes with photography may seriously affect the quality of the photographs taken and increase the number of times photos must be re-taken. If THE CLIENTS are unable to control the conduct of their guests, resulting in an unacceptable degree of misconduct, or if the conduct of any of their guests damages the equipment of the photographer, it will result in the early or immediate departure of the photographer. THE CLIENTS understand that in such an event, no refunds will be granted.

**SHOOTING TIME / ADDITIONS:** The photography schedule and selected methodology are designed to accomplish the goals and wishes of THE CLIENTS in a manner enjoyed by all parties involved. THE CLIENTS and RICHARD REED agree that positive co-operation and punctuality are therefore essential. Should the ceremony start late due to any reason whatsoever, the photographer will not be held liable for any photographs not taken.

**IMAGE REPRODUCTION:**

a) Owing to photo-chromatic anomalies caused by a combination of certain dyes, inks and materials, especially in man-made fibres, it is sometimes impossible to record on camera the exact colour of materials as perceived by the human eye. When processing images, the photographer will endeavour to achieve a pleasing overall colour balance based on natural flesh tones.

b) It is understood that some colours may not remain consistent throughout a set of photographs owing to variations in lighting conditions. It is also understood that all photographic printing is undertaken within the technical limitations of the process and that colour may not be identical over the whole range within a subject. The colour balance of prints made at different times or in varying sizes may also be variable.

c) Due to the limitations of computer monitors it is understood that images may appear differently according to the specification of each monitor and that prints will not match images rendered on any particular computer monitor.

d) Where images are made available for use on a DVD player reasonable steps are taken to ensure compatibility, but DVD discs may not play on all DVD players, particularly older models.

e) All print and presentation sizes quoted are approximate and subject to the discretion of the photographer.

**COPYRIGHT:** The 1998 Copyright, Designs, and Patents Act assigns copyright to RICHARD REED. THE CLIENTS may not copy the photographs taken under this contact, or allow copies to be made photographically, electronically, or by any other means without explicit permission from RICHARD REED. THE CLIENTS are not allowed to use any images taken by RICHARD REED for commercial gain, advertising or promotion in any forms for personal or business use. When permission is given by RICHARD REED to use the images for upload to Facebook or any other network site THE CLIENTS must use a water marked copy or tag the photograph with Richard Reed Photography's Facebook page.

**LIMIT OF LIABILITY:** In the unlikely event of total or part photographic failure, injury, sickness or unable to attend for any reason beyond the photographer's control, RICHARD REED's liability shall be limited to a full refund of all moneys paid. RICHARD REED will make every effort to secure a replacement photographer able and willing to provide a similar package as chosen in this contract at the same/similar tariff. If such a situation should occur and a suitable replacement is not found, responsibility and liability is limited to the return of all payments received for the event package. Neither party shall be liable for indirect or consequential loss.

RICHARD REED takes the utmost care with respect to transportation and processing of photographs, including using professional grade equipment and professional grade backup equipment. However, in the unlikely event of THE CLIENTS' photographs being lost, stolen or destroyed for reasons within or beyond RICHARD REED's control, the latter's liability is limited to the return of all payments received for the event package. The limit of liability shall not exceed the contract price stated herein. The limit of liability for a partial loss of original images shall be a prorated amount based on that percentage of lost images.

Although every possible care will be taken to produce photographs of all important and special events during the wedding, RICHARD REED will not be held responsible for any ruined photographs due to guests' camera flashes, or for any other ruined photographs due to any other cause beyond the photographers' control.

**MODEL RELEASE:** THE CLIENTS hereby assign and grant RICHARD REED and his legal representatives the irrevocable and unrestricted right to use and publish photographs of THE CLIENTS or in which THE CLIENTS may be included, for editorial, trade, advertising or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same. THE CLIENTS hereby release RICHARD REED and his legal representatives and assigns from all claims and liability relating to said photographs. It is agreed that RICHARD REED may display and use the photographs taken for advertising, display, website and internet promotion, photographic contests, public display such as in malls, photography books, photography instructional books, store fronts, window displays, studio display, television advertising, magazine advertising and any other purpose thought proper by RICHARD REED.