

**PLEASE PRINT USING BLOCK CAPITALS.**

**Have you obtained permission from the wedding venue to have your wedding video recorded?**

**Have you contacted Visions post production to see if the date you require is free?**

**If YES please continue to book    If NO please check date & obtain permission before booking**

**Please select the package you require.**

**BRONZE**

**SILVER**

**GOLD**

**PLATINUM**

**Contact details of person booking:**

Name:

Address:

Daytime Phone:

Ext:

Mobile Phone:

Eve Phone:

Email Address:

**Wedding, Date & Venue details:**

Church Of England

Roman Catholic

Registry Office

Hotel

Indoors

Outside

Other please give details below

Date of wedding:

Time:

 AM / PM

Wedding Venue:

Address:

Contact Name:

Phone No:

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**Where the Bride will be leaving from to go to the service (Not required for Bronze Package).**

Address:

**Names:**

Bride:

Chief Bridesmaid:

OR

Maid Of Honour:

Bridesmaids:

Page Boy:

Groom:

Best Man:

Ushers:

**Your Reception details.**

Reception Venue:

Address:

Contact Name:

Phone No:

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The following information is required to ensure that there are no copyright infringements.  
The licence required for your wedding video recording will be obtained based on the information you give below.

Will you have music playing as you meet and greet your guests? YES  NO

Will this music be LIVE  or RECORDED

Will your evening entertainment be LIVE MUSIC,  DISCO  or BOTH

Any other entertainment, please give details.

Please list any Special Requests you may have. (This may involve an extra cost but we will inform you before your wedding day).

Please send a cheque with this booking to the value of £150.00 made payable to **Visions post production.**

PLEASE NOTE: this is a non-refundable deposit.

**Please read the Terms and Conditions on page 4 before signing and returning to Visions post production.**



## post production Videography Contract - Terms And Conditions

**PURPOSE:**

This constitutes an order for wedding videography services. Its is understood that all video tapes recorded at the event remain the property of Visions post production. The recorded video tapes will be retained for a period of 10 years from the date of the recording.

**LIABILITY:**

Visions post production takes the utmost care with respect to exposure, transportation and handling of the recorded video tapes. In the unlikely event that all of the video tapes should be Lost, Stolen, Damaged due to Mechanical or Electrical faults or destroyed for reasons within or beyond Visions post production's control, Visions post production's liability is limited to the return of all payment received for the event package. The limit of liability for a partial loss of original tape / tapes shall be a prorated amount of the package selected, based on the percentage of originals lost. The camera operator is not obliged to bring or erect his own lighting sources, the camera operator is not required to attend rehearsal of the event unless otherwise agreed at the time the contract is made.

**WEATHER:**

Visions post production will not be held responsible for poor quality video pictures or sound due to adverse weather conditions that may contribute to bad lighting or external noise.

**FINAL PRODUCTION:**

Visions post production will make every effort to give the Client the best audio and video recording possible, but makes no guarantee either expressed or implied, in regard to the quality of audio/video recordings that are subjective and influenced by many factors beyond the complete control of Visions post production, especially during live or un-staged events, like weddings. Visions post production do not guarantee that everyone involved in the event will be included in the final edited production. It is understood that the client is hiring Visions post production for their technical and artistic expertise and, therefore, Visions post production reserves the right to edit the production as they see fit. The editor has the final decision on the content of the production. The editor will retain the best footage to produce a finished production to the highest possible standard.

**TITLES:**

You must ensure that all the details on your booking form are correct as this information will be used to title your production. An additional charge of £40.00 per hour will be incurred by the client to correct mistakes made in the final production due to incorrect information being supplied on the booking form.

**RE-EDITING:**

Requests for changes to the final edited production will be subject to an editing charge of £40.00 per hour unless an obvious mistake has been made by Visions post production. In this case, Visions post production will re-edit the production at no charge.

**CAMERA OPERATORS:**

Visions post production shall assign a camera operator exclusively for the event. If necessary, assistants to the Camera operator shall also attend the event. Visions post production reserves the right to change any camera operator at any time due to illness.

**BOOKING FEE:**

Once signed, Visions post production reserves the date and time agreed upon. For this reason, all booking fees are Non-refundable, even if the wedding date is changed or cancelled regardless of reason.

**TIME OVER AND ABOVE CONTRACTUAL TIME:**

A charge of £150.00 per hour up to 9pm and £200.00 per hour from 9 pm until midnight will be charged over and above the contractual time if not covered within the package booked .

**VENUE PERMISSION & RESTRICTIONS:**

It is the responsibility of the client to obtain permission from the venue to video record the ceremony or event. Visions post production strive to maintain the highest standards and artistic ability, however Visions post production are sometimes restricted by the Clergy or Registrar telling the camera operator where to stand or place cameras during the service. This is beyond the control of Visions post production.

**I, the undersigned, having read the above contract, agree to the terms as set forth.**

Name:

Signed:

Date:

Send to:

Visions post production

41, Sherwood Road,

Addiscombe,

Croydon,

Surrey, CR0 7DL.

Tel: 020 8656 7183 email: info@visionsvid.co.uk