

# Pro Photography - Booking Form

## JerseyEvents.com (Agent Limited) Professional Photography Services

This agreement forms a contractual arrangement between you as the Customer and JerseyEvents.com as the Service Provider and includes the attached Terms & Conditions and Rate Card. Please read the terms of service below carefully to help ensure the best possible understanding of this specialist service then sign and return them to bookings@jerseyevents.com or 91-93 Great Union Road, St Helier, Jersey, JE2 3WA to confirm your booking.

(Click on the lines below to type and complete the electronic version of this form, then save and return by email or print and post.)

Date(s) of Photography: \_\_\_\_\_

Time(s): \_\_\_\_\_

Hours Required (approx): \_\_\_\_\_

Sit down time (optional): \_\_\_\_\_

Other Times/Arrangements and Services agreed on

\_\_\_\_\_

To allow images to be published on JerseyEvents.com and/or in print in the Jersey Weekly publication:

Yes Publically Online & In Magazine / Yes Privately Online / No images/prints supplied only

Name of The Event: (written as it is to be displayed on JerseyEvents.com if required)

\_\_\_\_\_

Address of Venue (and directions if necessary):

\_\_\_\_\_

\_\_\_\_\_

Organiser(s) Name and Phone number(s), ideally including a mobile number:

\_\_\_\_\_

Contact Email(s): \_\_\_\_\_

Invoicing Name, Address and Phone number of the Person/Company:

\_\_\_\_\_

\_\_\_\_\_

Agreed Fee: \_\_\_\_\_

(Please note: additional hours or services request before, during or after this booking is made, may be chargeable at the discretion of The Photographer and JerseyEvents.com at the standard current rate card as specified below.)

# Pro Photography - Terms & Conditions

## JerseyEvents.com (Agent Limited) Professional Photography Services

We thank you for taking the time to read our jargon-free terms and conditions of business. They are designed for the avoidance of confusion or doubt as to the service and relationship between Photographer and Customer, with the obligations of each party. Your custom and satisfaction with the services offered is of the utmost importance. These terms set out the beginning of our customer service relationship and manage the expectations of all parties for the benefit of providing a high-quality, sustainable ongoing service. Should you require any clarification of terms or special exceptions or amendments, please discuss this directly with your Photographer or any available Account Manager.

**ENTIRE AGREEMENT:** This agreement contains the entire understanding between JerseyEvents.com, Agent Ltd and Customer. It replaces any prior agreements that may have been made.

**PRE-EVENT CONSULTATION:** This normally happens at the time of booking. The Customer will outline broadly what is required and JerseyEvents.com will advise on planning, logistics and timings where needed/if required. The Customer is welcome to meet and discuss any additional requirements closer to the time of the event to clarify any remaining details. Meetings can be held at JerseyEvents.com offices or at the venue. For avoidance of doubt it is strongly recommended that all specific details or requests are confirmed to JerseyEvents.com in writing or by email.

**BOOKING CONFIRMATION:** A signed Photography booking form contract and deposit/payment are necessary to confirm the booking of the stated Photography services from JerseyEvents.com. Alternatively confirmation by email of acceptance of these terms will also be deemed to be a contractual agreement and then payment due.

**DEPOSIT & FEES:** For bookings over £100, a £100 deposit is due on signing this agreement/ with the balance due a week before of the Event. For bookings under £100 the whole fee will be due on signing this agreement.

**INVOICING:** The customer will receive an invoice when their booking is confirmed and must be paid by return post. Terms are offered only by special arrangement for companies with sufficient credit history. Please ensure payment is made promptly as a courtesy to the photographer who will be providing a timely and reliable professional photography service.

**PAYMENT:** Payment can be made by cheque to:  
“**Agent Limited**” and posted to 91-93 Great Union Road, St Helier, Jersey. JE2 3WA  
or by BACS / Online banking transfer to Natwest:  
Account Name: **Agent Limited**, Sort Code: **601203**, Account Number: **26234114**.

**CO-OPERATION:** The Customer and JerseyEvents.com consent to cheerfully co-operate and communicate with each other to achieve the best possible result within the understanding of this contract. We recommend that the photographer be provided with a helper (usually the organiser) who will point out key individuals to be photographed. The photographer may also require the assistance of the event organiser in organising group photographs. The event organiser also agrees to give the photographer sufficient warning of key events at the occasion to give them time to prepare for speeches etc. Please note that not all guests at events like having their photo taken. In such cases the photographer will use his discretion but cannot be held responsible for a lack of photos of these people or inclusion of them among other subjects.

**PAPARAZZI EVENT GUESTS:** Most people now have digital cameras. In the spirit of cheerful co-operation the event organiser agrees to give the JerseyEvents.com photographer precedence over guests in order to take the professional photographs required for the services described above. We cannot be held liable for a lack of photos if guests taking their own photos have interrupted the photographer’s work or hijacked group poses.

**VENUE RULES:** Note the photographer is sometimes limited by rules imposed by venue management as to what can and cannot be done or accessed. For example some venue management insist that no photography is shot from a specific location. In such circumstances the event organisers agree to accept the technical limitations that may be imposed on the equipment used. We advise the event organiser to make themselves aware of the rules of the venue concerned and if necessary negotiate with the persons concerned.

**COPYRIGHT LAW:** English Copyright Law states that the copyright of photographs remains with the photographer. The 1998 Copyright, Designs and Patents Act assigns copyright to the Photographer via

JerseyEvents.com, Agent Ltd. You may not copy the photographs taken under this contract, or allow copies to be made photographically, electronically, or by any other means. Unless agreed with the photographer/JerseyEvents.com, Agent Ltd. All rates exclude copyright ownership, which may be negotiable separately if required.

MODEL RELEASE. The Event Organiser grant the JerseyEvents.com and its legal representatives, heirs and assigns, the irrevocable and unlimited consent to use the photographs of the event above mentioned for editorial, competition, advertising and any other purpose and in any manner, to alter the photographs without restriction; and to copyright the images. The event organiser hereby releases JerseyEvents.com and its legal representatives, heirs and assigns from all liability and claims in connection with the images.

LIMIT OF LIABILITY: If the photographer is too ill or becomes injured or is otherwise restricted from attendance and cannot supply the Photography services specified above, JerseyEvents.com, Agent Ltd will do everything possible to supply a replacement photographer. Under normal circumstances a second photographer from JerseyEvents.com, Agent Ltd is on standby for the day. If a replacement photographer cannot be found in these circumstances, liability is limited to a refund of any payments received. JerseyEvents.com, Agent Ltd has working methods in place to prevent the loss or damage to your images (the digital images are backed up to separate storage media) However, there exists the unlikely possibility that images may be lost, stolen or destroyed for reasons beyond the control of JerseyEvents.com, Agent Ltd. In these circumstances liability is limited to the return of fees paid for the service or part thereof according to the percentage of original images supplied.

BOOKING DEPOSITS: Should the event being cancelled or postponed for whatever reason the booking deposit is non refundable and any new booking date is subject to a new agreement, which may or may not be on the same terms as the original booking. Any deposit in such cases will be considered as liquidated damages to the photographer of JerseyEvents.com, Agent Ltd and a new deposit may be required for further new booking agreements.

I have understood the contents of this contract and agree to the terms herein.

Signature of Event Organiser or Representative:

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(Please type your name for emailed agreements)

Name/Company:

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Date:

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# Pro Photography - Rate Card 2010

## JerseyEvents.com (Agent Limited) Professional Photography Services

Please note, time should be allowed within your booking for selecting, processing, downloading and uploading of images.

Service	Price
Corporate Rate: Photography at a corporate or formal function or party. Including all original images uploaded to Jersey Events website if so desired.	£65 per hour for 1 hour £45 per hour thereafter
Friends & Family Rate: Photography at a birthday party, christening, reception, family party, school party etc. Including all original images uploaded to the website if so desired.	£40 per hour for 1 hour £30 per hour thereafter
School Proms, Dinners & Dances	£40 flat attendance fee
Weekend Photography at a PUBLIC birthday party, reception, wake, family party etc, <u>Note: Only if it can be covered during one of our regular weekend pub and club venue visits.</u>	FREE Please <u>contact us</u> to check availability
CD/DVD's of image files.	Friends & Family £30 Corporate £50 per CD

We also offer the following services and more:

- Backdrops and studio lighting on location
- Studio space
- Attendance at private or corporate events and parties, promotion staff and models.
- Publishing of photos to public or password protected web based photo galleries.
- Provision of photo CDs for use on corporate websites / intranets
- Editing of photos to include overlays of corporate logos, names or details of the event.
- Photo restoration and enhancement (including spot removal, colour correction and many other touch ups).
- Studio sessions, modeling sessions and portfolio books.
- Photo printing and publishing preparation, design and management.

Please detail any specific requirements for a custom quote.

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