

# WEDDING CONTRACT



**Please be accurate** – filling in this form thoroughly will ensure we communicate our expectations clearly & the final videos will be of a high standard. **'Save As' to your computer.** Email this back, or print out & post.

**WEDDING DATE:** \_\_\_\_\_

**FULL NAMES:**

BRIDE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELLPHONE: \_\_\_\_\_

GROOM: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELLPHONE: \_\_\_\_\_

PHOTOGRAPHER: \_\_\_\_\_ WEBPAGE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELLPHONE: \_\_\_\_\_

SOUND TECHNICIAN: \_\_\_\_\_ WEBPAGE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELLPHONE: \_\_\_\_\_

**FILMING LOCATIONS:**

CEREMONY: \_\_\_\_\_ TIME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHOTO SHOOT: \_\_\_\_\_ TIME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RECEPTION: \_\_\_\_\_ TIME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**DELIVERY:**

DATE FOR PROJECT COMPLETION (movie files available within 3 weeks after wedding): \_\_\_\_\_

ADDRESS FOR DELIVERY: \_\_\_\_\_

I, \_\_\_\_\_,

agree to the details of the video project listed above, including the price, and the terms set forth on the following page.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DESCRIPTION:	
<b>Package:</b>	
<b>Products:</b> Final output to...	
PRICE:	
<b>Deposit</b> upon signing contract:	\$100
<b>Final Amount</b> upon delivery of final product:	
<b>Total Due:</b>	

**PAYMENT DETAILS:**  
On-line banking is preferable, or a cheque in the post.  
Please make all payments to:  
R J SALISBURY, 71 Montreal Rd, Toi Toi, Nelson 7010.  
**BANK:** Westpac. **ACCOUNT:** 03 0458 0245130 028

PLEASE NOTE: All prices include GST. Ray Salisbury operates as a sole-trader, trading as Moving Moments and is not GST registered. Pricing may vary according to your specific needs. Travel and accommodation costs outside the general Nelson region may apply.

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## TERMS of WEDDING VIDEO AGREEMENT

### PAYMENT DATES:

For your financial convenience, video packages are to be paid in three installments:

- A non-refundable \$100 deposit, due at the time of agreement signing.
- The remaining balance, due upon delivery of final product.

*The deposit secures your booking of the videographer. The second payment ensures that if you default, and the videographer has turned away other work for that date, he doesn't lose out. In the event that more than one client wishes to book services on the same day, preference will go to the first client to pay the deposit. Rescheduled events will only be accommodated if the new date does not conflict with a previously booked project.*

### DELIVERY OF FINAL PRODUCT:

Depending on the video package you choose, we will either hand-deliver the final product, mail it, or digitally transfer it, by the agreed upon date. Prior to this, we will submit proof materials for your approval.

### MUSIC TRACKS:

It would help if you gave us the ceremony music on, or before the day. (On a CD or USB flash drive is fine - we have a laptop computer you to copy the music onto.) This is the best method of ensuring your final videos & DVDs not only look great, but also have high quality sound. Please note that we are not responsible for the useage of any copyrighted material you choose for the video.

### ACCESS:

Moving Moments will be the exclusive professional videographer. Friends and family are permitted to operate video cameras on the condition that they do not interfere with or get in the way of the professional coverage. It is the client's responsibility to secure access to areas for videography. Moving Moments will not be responsible for coverage lost due to access restrictions.

### CREATIVE STYLE:

Creative aspects such as shooting and editing style are at the discretion of Moving Moments. See our website to view our video portfolio.

### RIGHT TO SHOWCASE:

We are proud of our work, and need the ability to showcase it to acquire new business. We both share equal rights to the final video product – rights to copy, edit, display and share it.

### UNFORESEEN CIRCUMSTANCES:

If you cancel your wedding, you forfeit the \$100 deposit, but I will refund any other balance paid. In the unlikely circumstance that my video or data storage equipment fails and I lose the ability to complete your final product, I will refund all money paid, but I cannot be held liable for additional damages. (This has never happened.)

### YOUR RESPONSIBILITIES:

- Prompt payment and communication to ensure no interruption in the production process.
- Accuracy in communication will prevent spelling errors, or lost filming opportunities.
- If we're filming your wedding reception, please provide a seat for dinner (it's a long day!)

### LIABILITY:

Moving Moments will not be held liable for any production problems beyond our control, (e.g. bad weather, accidents, poor acoustics/lighting, interference from guests or the photographer, etc.) Moving Moments reserves the right to terminate this contract at any time for any reasonable cause, (e.g. accident or ill health). In this event all monies paid will be refunded in full.

Any liability on the part of Moving Moments will be limited to the amount of monies paid. Upon taking possession of the finished product, the client must inform Moving Moments of any technical or other problems with the video within 7 days. After 7 days, if no notification has been received, the client will be deemed to be satisfied with the product.

*Please review this contract and conditions, prior to signature, to verify that all information is correct and agreed upon.*

### POSTAL ADDRESS:

To send us correspondence by mail, please direct it to: Moving Moments wedding video, 71 Montreal Road, Victory, Nelson 7010, NZ