



is PHOTOGRAPHY

Wedding
Booking
Form

PERSONAL DETAILS

Name of Client

Name of Client

Address:

Post Code: Tel Home:

Contact Email:..... Mobile:.....

WEDDING DETAILS

Wedding date: Time of Ceremony:

Preparation address

Time required for preparation images

Ceremony Location Venue

Ceremony Address:

Main Photography Location

Photography Location Address.....

Reception Venue.....

Reception Venue Address.....

2020 – 2022 Wedding Package Prices

All packages include photographer hire and cover for:

- Guests arriving (dependant on coverage requested)
- Ceremony,
- Official family Photographs
- Bridal / Couple Photographs
- Details on the Day

- **Digital Package** High Resolution Images supplied on a USB

£650 Printed proofs in a presentation box

- **GO Album** Photographic Paper with 30 Images & customised box

£750 Includes USB of Images and Photographer Hire

- **Young Album** Photographic Paper with 50 Images & customised box

£950 Includes USB & Printed Images and Photographer Hire

- **Italian Storybook** Photographic Paper with 50 Images & presentation briefcase

£950 Includes USB & Printed Images and Photographer Hire

- **Perfect Option** Photographic Paper with 80 Images & presentation case / briefcase
Bridal Album, 2 x Parents Albums, Full Day Bridal Prep to First Dance, proofs & USB

£1250

OPTIONS

Bridal / Preperation Cover	£100	<input type="checkbox"/>	Speech's to Dancing Cover	£100	<input type="checkbox"/>
3Hr Photobooth Hire	£300	<input type="checkbox"/>	Second Photographer Hire	£250	<input type="checkbox"/>
Upgrade to 25*35 Album	£200	<input type="checkbox"/>	Upgrade to 35 x 45 Album	£300	<input type="checkbox"/>
Metal Front Cover	£100	<input type="checkbox"/>	Crystal Glance Cover	£100	<input type="checkbox"/>
Engraved Cover	£100	<input type="checkbox"/>	Enoblement on Cover	£100	<input type="checkbox"/>
Mettalic Gloss Pages	£100	<input type="checkbox"/>	Metallic Satin Pages	£100	<input type="checkbox"/>
Leather Spine Upgrade	£150	<input type="checkbox"/>	2Hr Photobooth Hire	£250	<input type="checkbox"/>
Parent Album 15cm x 20cm	£175	<input type="checkbox"/>	Parent Album 20 x 30	£250	<input type="checkbox"/>
Customised Parent Album	£300	<input type="checkbox"/>	* Number of Parents Albums Ordered		<input type="checkbox"/>

PACKAGE COST / CUSTOMISED PACKAGES

PLEASE PROVIDE DETAILS INCLUDING AGREED COST OF YOUR CUSTOMISED PACKAGE

Insert total Package price in here

£

CIA PHOTOGRAPHY AUTHORISATION SIGNATURE TO CONFIRM PACKAGE _____

Notes and Requests

TERMS AND CONDITIONS - CIA PHOTOGRAPHY

BOOKING FEE

A booking fee of £200.00 is required to secure the date. This covers initial meeting and administration costs.

Dates are reserved only when the booking fee is paid.

This sum will apply towards the contract fee.

TERMS

It is mutually agreed that the following terms and conditions form an integral part of this contract/invoice and that no variation or modification of this contract shall be effective unless accepted by CIA Photography (also called "the Photographer") in writing.

PAYMENTS

The balance of the payment for the services contracted for must be paid for 30 days before the wedding date.

Payment for additional photographs and albums should be made when these products are ordered.

No wedding shall be undertaken unless the balance is paid in full before the event.

CANCELLATION

In the event of the Client cancelling a booking for wedding photography CIA Photography reserves the right to charge a cancellation fee in accordance with the following scale:

10% of the agreed fee if cancelled more than 12 months prior to the wedding date.

25% of the agreed fee if cancelled between six and twelve months prior to the wedding date.

50% of the agreed fee if cancelled less than 6 months prior to the wedding date.

100% of the agreed fee if cancelled within 7 days of the wedding date.

Should the cancelled wedding turn out to be a postponement, then subject to availability on a new date, monies other than the booking fee may be applied to the new wedding.

In the event of CIA Photography having to cancel photographing the wedding, due to illness, accident or act of God, any fees paid, including the deposit, will be returned to the Client.

In this instance CIA Photography will also do their utmost to provide a recommended alternative photographer from a list of professional contacts.

WEATHER AND/OR DELAYS

Weather permitting, the photographs will be taken as agreed. In the event of inclement weather the photographer, in co-operation with the Client, will make the necessary changes to the schedule and will do our best to produce coverage of the wedding within the time allocated to CIA Photography.

Similarly, when delays occur due to circumstances outside our control, the photographer will stay on beyond the agreed time if requested but may charge an additional fee for extra time involved.

REQUESTED PHOTOGRAPHS

CIA Photography will honour requests for specific photographs subject to the following: weather and time permitting; availability and the co-operation of the person(s) concerned. Lists can be supplied by the client however it will be approached with "best endeavours" – The total coverage of the day will be priority.

COVERAGE

CIA Photography cannot be held responsible for the lack of coverage caused by the bride, bridegroom or other members of the wedding party not being ready on time, nor by restrictions placed on the photographer by officials of the church, register office or licenced marriage venues. CIA Photography does not guarantee any specific picture nor to include any specific background, location, props, or arrangement, although every effort will be made to interpret the Client's wishes. CIA Photography is limited by the guidelines of the ceremony official or reception site management. The Client agrees to accept the technical results of their imposition on the photographer. Negotiation with the officials for moderation of guidelines is the Client's responsibility.

CIA Photography shall make decisions on the lighting, location and content of the photographs taken on the day. These will be deemed correct. CIA Photography will offer technical recommendations only.

The client may discuss lighting, location and content mutually before the event.

CIA Photography recommends a minimum of three hours after your ceremony excluding transport time for your main bridal party / couple shots to take place. Should you decide to take less time than we advise CIA Photography cannot guarantee full complete coverage of your event.

Only the bridal party should attend the main photo shoot. This will enable us to take all combinations and keep the shoot controlled and well organised. We recommend around 15 formal photographs to maximise the available time to interact with guests and opportunity for couple photographs.

COLOUR MATCHING and SIZES

Owing to photo chromatic anomalies caused by a combination of certain dyes 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, CIA Photography will endeavour to achieve a pleasing overall colour balance based on natural flesh tones. 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. 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.

Images will be supplied in a high resolution JPEG format. No RAW images will be supplied to the client.

COPYRIGHT

The copyright in all photographs created by CIA Photography shall remain our property in accordance with the Copyright, Design and Patents Act 1988. The Client(s) shall have no right to reproduce, nor to authorise the reproduction of, by any means whatsoever, any photographs created by CIA Photography without their permission. This includes photocopying, scanning into computer, photographing with a film or electronic camera, including a video camera, and producing either a hard copy on paper, film, or similar medium, and also recording an electronic image on a computer hard disc, or any tape, disk or other recording medium. Nor is it permitted to transmit or allow to be transmitted such images by cable, radio waves or the internet. The Client(s) hereby acknowledges that infringement of CIA Photography's copyright is unlawful and may be a criminal offence.

CIA Photography grants the wedding party a limited license to print photographs for friends and family only.

CIA Photography accepts no responsibility for the quality and colour reproduced from third party printers of images taken from Copyright free images supplied, due to variations in paper and third party printing processes and profiles.

GENERAL DATA PROTECTION REGULATION

CIA Photography takes your privacy and the handling of your data seriously. In order to comply with the General Data Protection Regulation there may be times when you will be asked to specifically opt in to receiving communication from us and to sharing your data.

Any data collected, including, but not limited to, your names, email addresses and mailing address are used solely in the provision of photographic services, are stored securely on a purpose-built database and are never shared with any third parties.

In the case of an initial enquiry we will ask for details including your name(s), email addresses, wedding date and venue(s) in order to provide a quote and an indication of availability. This will be stored for an initial period of 6 months in order to respond to enquiries promptly and to best serve potential clients.

In the case of a confirmed booking, as part of the contract between both parties, we will request certain information, including your mailing address and your signature in addition to the above.

In order to create and deliver photographic services and to deliver the comprehensive coverage seen in my portfolio, it is also necessary that we store images of your likeness, both of yourselves as signatories and, in the case of weddings, of your families and guests, as both jpg and RAW files on secure storage. These are stored separately from your full names and other data, and the two are never associated.

Your right to access

You are able to request, on demand, all data that How Photography, as a business, holds on you. This will be provided as an electronic report.

Your right to be forgotten

You have the right to withdraw your consent to have your data stored at any time. If you choose to do this, please email info@ciaphotography.co.uk stating so.

NEGATIVES / DIGITAL RAW FILES

All negatives and electronic images created by CIA Photography shall remain the property of CIA Photography who will undertake to store all such negatives safely and make them available for future reproduction.

Photographic prints will become and remain the property of the Client(s). However the Client(s) specifically acknowledge that ownership of prints does not imply ownership of the copyright in the images on them, or any right to reproduce, or authorise the reproduction of, such images.

All images are photographed on professional grade digital SLR or mirrorless systems. All images are captured in RAW digital negative format.

The RAW images cannot and will not be supplied to the client in any circumstances.

On initial review any images deemed not to present the client or our work in the best possible way are deleted from the archive without exception.

IMAGES WILL BE STORED FOR 5 YEARS ONLY

DELIVERY TIMES

Graphistudio album layouts and similar digital album layouts incur a £100 minimum fee to alter once published.

Proof turnaround time is approx. four weeks after event date, to maximum of eight weeks.

Album layout is approx. four weeks after submission of selection, to maximum of six weeks.

Album printing and supply from Italy is approx. six to ten weeks after layout is approved.

Where an order for an album is placed longer than thirty working days after the event no turnaround times can be guaranteed. Orders made after this date will be completed as quickly as possible based on CIA Photography's active commitments at the time.

ALBUMS

CIA Photography will supply the album and number of pages that has been ordered subject to any variations that the Client may make. Any variations over and above that originally ordered by the Client will be charged at the rate current at the time of commission, and will be included in the final account.

Delivery times are defined by our suppliers and currently average six weeks from client approval of layout.

MODEL RELEASE

The Client hereby grants to CIA Photography and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs of the Client or in which the Client may be included, for editorial, trade, advertising and any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

The Client hereby releases CIA Photography and its legal representatives and assigns from all claims and liability relating to said photographs.

DECLARATION

By signing this document we are entering into a legally binding contract. We thereby confirm the above booking for Wedding Photography and have read and understood the Terms & Conditions of business printed above.

Client :

Signatures - Client.....

Client :

Signatures - Client.....

Date:

PAYMENT

The remainder of the balance outstanding for the chosen package is due for payment 10 days before the wedding date shown above. Payment can be made by BACS, Credit/Debit cards, PayPal or cash in person only.

PLEASE COMPLETE AND POST THIS FORM BACK TO
CIA PHOTOGRAPHY, 23 DILLICHIP CLOSE, ALEXANDRIA, G83 9JP