

## TERMS AND CONDITIONS

1. Before a shooting date can be secured and videography services rendered, the Client must (1) sign a contract, (2) complete, if there is one, an attached information form (or by other means provide all requested and sufficient details of the event to the videographer), and (3) submit the signed contract, completed information form, and a Reservation Fee to the address found at the footer of this document.
2. Bellingham Video requires an initial Reservation Fee of either \$300 or 50% of the total amount owing in order to secure a shooting date and to carry out pre-production tasks. This fee is non-refundable upon cancellation of the event. *Any remaining balance is due in full on the (first) shooting date.* The Reservation Fee, and all other payment, must be submitted as cash or as **cheques payable to Kevin Kvas** (the sole proprietor of Bellingham Video). Bellingham Video cannot begin post-production work until the full amount is paid, and will charge 20% monthly interest on any late or outstanding payments.
3. A 15% surcharge will apply to any reservations made less than ten (10) days before the (first) shooting date.
4. The Client will be charged \$40 for any returned cheques. If the deposit is paid by cheque and the cheque is returned, the contract is void and the date no longer secured.
5. It is the sole responsibility of the client to secure permission of the venue or other officials for video-recording. The Reservation Fee is non-refundable if such officials prevent video-recording. Bellingham Video will abide by the rules of the premises regarding camera placement and movement.
6. The Client is responsible to obtain and secure any and all location permits that may be required, as well as any personal releases that may be required. The Client should also notify any other photographers that a videographer will be present.
7. In the unlikely event that Bellingham Video cannot perform the services agreed upon, all fees paid by the customer will be refunded, with no further liability of any kind.
8. Bellingham Video will take the utmost care with respect to cinematography, lighting, selection of subject matter, and delivery of final presentation. However, our liability is limited to the refund of the total amount paid. Circumstances beyond our control include, but are not limited to: power failure, weather, and equipment malfunction.
9. Bellingham Video reserves the right to use select excerpts for promotional or any other purposes of public display. Please specify if you absolutely do not wish any footage to be used as a sample.
10. For event locations in excess of 80 km of 6 Bellingham Place, Ottawa, ON, K1T 4B1 a \$0.75/km charge applies.

Where an overnight stay may be requested or required, a travel expense of \$150 in addition to the mileage will be assessed for appropriate lodging and meals.

11. The videographer(s) will arrive and leave at the agreed upon times. For wedding receptions, the videographer(s) are not obligated to stay later than 11 PM, or after 8 hours. Exact times will be negotiated beforehand with the videographer. Bellingham Video reserves the right to charge an additional \$50 (+HST) per hour for every hour that the videographers remain on-site beyond the agreed upon end-time.
12. For weddings, the videographer(s) must be provided with a sit-down meal and non-alcoholic beverages if staying for reception. The videographer(s) are unable to leave the premises to obtain meals elsewhere. If possible, please arrange to have chair(s) near the DJ as opposed to seating the videographer(s) with the guests, as the videographer must be able to have access to camera equipment at a moment's notice.
13. The Client must supply adequate parking spaces for Bellingham Video as close to the event as possible.
14. Bellingham Video will assign to the project at least one of the videographers with whom the client meets, but reserves the right to assign other videographer(s) to the project if absolutely necessary.
15. In the event of a postponement or cancellation of this contract, the deposits paid may be used for any future event up to 6 months past the date of this contract, providing Bellingham Video has no other obligations for the future date. After that time, all deposits will be forfeited to Bellingham Video.
16. Unless Bellingham Video notifies the client otherwise, Bellingham Video must receive photos, music, checklists, timelines, and any other materials required for the completion of the video production within 10 days prior the event. Production may proceed without such materials if not supplied, as long as the Client accepts responsibility for any changes in the production as a result.
17. Additional DVDs may be purchased for \$12.00 per DVD. Extra DVDs will be available for two months following delivery of the 3 copies included in each package price.
18. The Client must retain Bellingham Video as the exclusive videographer for this event. The Client grants Bellingham Video full production and editorial control regarding all aspects of this video production.
19. The Client will allow 8-12 weeks for post-production and product delivery.



**EVENT INFORMATION**

Please complete all applicable information as accurately as possible.

Party #1	Party #2
Name: _____ _____	Name: _____ _____
Day Phone #: _____	Day Phone #: _____
Evening Phone #: _____	Evening Phone #: _____
Address: _____	Address: _____
Email: _____	Email: _____
Wedding Party (or just the # of people): _____ _____ _____ _____	Wedding Party (or just the # of people): _____ _____ _____ _____
Parents: _____ _____ _____	Parents: _____ _____ _____

Address / Phone # after wedding (if different)? \_\_\_\_\_

**GETTING READY** (if applicable)

Bride Preparations Address: \_\_\_\_\_

Groom Preparations Address: \_\_\_\_\_

**CEREMONY**

Ceremony Location / Address: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ INDOOR / OUTDOOR (please circle)

If outdoor, alternate location if weather is bad \_\_\_\_\_

Religion/Denomination? \_\_\_\_\_

Officiant aware videography will take place? \_\_\_\_\_

Ceremony Start Time \_\_\_\_\_ Approx. End Time \_\_\_\_\_

**RECEPTION** (if applicable)

Reception Location / Address \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**NOTES**

Please indicate in point form a rough timeline of your event (if yet known) and any special instructions (e.g., special things, moments, or people to look out for; music to include in video; etc.).

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