

**STUDIO**

1b, Headley Close  
West Ewell  
Epsom  
Surrey  
KT19 9JA

**OFFICE**

74b, Park Avenue East  
Ewell  
Epsom  
Surrey  
KT17 2NY

## SPECIAL OCCASIONS PHOTOGRAPHY BOOKING FORM



Contact Name: .....

Address: .....

.....

.....

Home Phone: .....

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

Special Occasion: .....

Date: .....

Photographer's Start Time: .....

Photographer's Finish Time: .....

Venue: .....

Address: .....

.....

.....

Special Requests (if any): .....

Additional Information (if any): .....

.....

**Please read the Terms and Conditions, sign and return to  
Headley Studio**

**TERMS AND CONDITIONS**

It is agreed that this contract will govern terms and conditions on which a Headley Studio photographer will take images of the Client's Special Occasion (details overleaf) and it is agreed that no variation or modification of this contract shall be effective unless agreed by both parties in writing.

**Booking Fee**

A booking fee of £50.00 is charged when the Client signs this contract. The booking fee is deducted from the total price.

**Payment**

Following payment of the Booking Fee the remaining balance is due to be paid two weeks before the special occasion. Payment for images is to be made when they are ordered for the prices stated on order.

**Display**

The Client hereby allows Headley Studio to display any images included in this contract in their studio, portfolios, literature, wedding exhibitions, competitions, advertising and on their website. No use of the images will be made by Headley Studio for other commercial reason except with the written permission of the client.

**Copyright**

All copyright of images are owned absolutely by Headley Studio within the provision of the Copyright, Design and Patents Act 1988. It is contrary to this Act to copy or allow to be copied photographically, electronically or by any other means any image created as part of this contract without the express permission of Headley Studio.

**The Photographer**

On occasions and without notice it may be necessary for the photographer originally specified to be substituted by another photographer (e.g. due to ill health).

**Images**

All image sizes are nominal. Headley Studio will provide a pleasing colour balance but the Client accepts and agrees that Headley Studio cannot guarantee exact colour matching owing to anomalous reflectance caused by a combination of certain dyes and materials especially in man made fibres and that it is sometimes impossible to record photographically the exact colour seen by the human eye.

**Retouching**

Retouching, digital manipulation and artiste finishing is available to the Client as an optional extra.

**Reorders**

All reorders shall be treated as an extension of this contract and will be charged for at Headley Studio's prices prevailing at the time of reorder. No responsibility for error will be accepted unless orders are given in writing.

**Licence**

Headley Studio shall be granted artistic licence in relation to poses photographed and the locations used. Due to the vagaries of weather and the willingness of the subjects it may not be possible to capture all of the images requested by the client.

**Matters Beyond the Parties Control**

The due performance or alteration of this contract is subject to alteration or cancellation by either party owing to any causes beyond their reasonable control.

**Limitation of Liability**

Headley Studio cannot be held liable under this contract where the client is unhappy with the composition of any photographs and in the unlikely event of total photographic failure or cancellation of this contract by Headley Studio liability shall be limited to a full refund of all monies paid. Headley Studio shall not be liable for indirect or consequential loss

**Cancellation**

The Client may cancel this contract at any time by sending a written notice to Headley Studio but shall forfeit any monies paid.

**Digital Files**

Digital Files remain the property of Headley Studio.

**Complaints**

The Client shall notify Headley Studio in writing within 21 days of receipt of the final images if they have a complaint regarding an issue which would be obvious within that 21 days period or otherwise as soon as possible after the issue giving rise to the complaint has become apparent setting out the nature of the complaint in sufficient details as to make it clear to Headley Studio the nature and reason for the complaint.

**I have completed the booking form and agree to abide by the terms and conditions of this contract.**

I have paid online / enclose a non-refundable booking fee of £50.00 which will be deducted from the total price (Cheques made payable to Sheila Constable).

The remaining cost to be paid two weeks prior to the special occasion.

Signed.....

Date.....

