

# Wedding Booking Form



## Main Contact Details

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Address \_\_\_\_\_

## Wedding Details

Brides Full Name: \_\_\_\_\_

Brides Contact Number: \_\_\_\_\_

Address & Contact number where bride is leaving from: \_\_\_\_\_

\_\_\_\_\_

Grooms Full Name \_\_\_\_\_

Grooms Contact number: \_\_\_\_\_

## Ceremony

Wedding Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Service \_\_\_\_\_ No of Guests at Ceremony \_\_\_\_\_

Address of Wedding Service \_\_\_\_\_

Contact Name & Number for Service Venue: \_\_\_\_\_

Is the Location: Indoors Outdoors

Name of Best Man & Maid of Honour: \_\_\_\_\_

Names & Ages of bridesmaids / pageboys: \_\_\_\_\_ ( ) \_\_\_\_\_ ( )

\_\_\_\_\_ ( ) \_\_\_\_\_ ( )

\_\_\_\_\_ ( ) \_\_\_\_\_ ( )

## Wedding Breakfast & Evening Reception

Address of Reception: \_\_\_\_\_

Contact Name & Number for Reception Venue: \_\_\_\_\_

## Is the Location: Indoors Outdoors

No of Guests at Wedding Breakfast \_\_\_\_\_ Time for wedding breakfast/ Buffet: \_\_\_\_\_

No of Guests at Evening Reception \_\_\_\_\_ Time for evening guests to arrive: \_\_\_\_\_

# Photography Package

Password for Website: \_\_\_\_\_

\*Please delete as appropriate

Number of Hours Photographic Coverage\*: 4Hrs / 8 Hrs.

Number Photographers\*: 1 / 2

Locations to be covered\*:  
Bridal preparations at home/hotel  
Groom preparations at home/hotel  
Arrival at service & duration of Service  
Formal group photos at service / reception\*  
Reception arrival  
Cake cutting  
Meal & speeches  
Evening entertainment

Choice or package chosen for final photos:

---

---

---

---

---

---

**Any Additional Details.**

---

---

---

---

---

---

**Please sign and return this booking form as a confirmation of booking and declaration that you agree to my terms and conditions of operation.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Wedding Photographs

The following list forms the basis of the photographic coverage that I will aim to capture. This is not a **Guarantee and is supplied as a guide only. If you would like to make any changes to this please delete any photos you will not require and add any photo requests at the bottom of this form.**

## Bridal Preparations

- Flowers & Accessories
- Dress
- Bride dressing, inc adjusting veil & garter
- Bridesmaids
- Bride applying make up
- Bride pinning flowers on to parents
- Bride getting into car

## Prior to the Ceremony

- Groom
- Groom and best man
- Groom and the rings
- Groom, best man and ushers
- Groom with his parents
- Bride getting out of car
- Empty shots of the church/registry office
- Groom seated awaiting bride

## During the Ceremony

- (You will need to establish what is permitted and what you would like)
- Walking down the aisle
  - The Kiss
  - The ring exchange
  - Signing register with and without witnesses
  - Father walking bride down aisle
  - Bride & Groom coming down the aisle
  - Bride & groom on outside steps

## Outside the Ceremony

(If setting/ weather permits -These shots will be done at venue other wise)

- Bride on her own }
- Bride with bridesmaids }
- Bride with mother } **These photos can also be taken as part of bridal preparations**
- Bride with father }
- Bride with both parents }
- Brides Parents together }
- Bride and groom mood shots
- Bride and groom with best man
- Bride and groom with best man and bridesmaids
- Bride and groom with bridesmaids
- Bride and groom with bride's parents
- Bride and groom with immediate family
- Bride and groom with bride's friends and relatives
- Bride and groom with both sets of parents
- Bride and groom with groom's parents
- Bride and groom with groom's immediate family
- Bride and groom with all groom's friends and relatives
- Bride and groom with all guests (If suitable space is available)
- Formal shots of couple on their own featuring the venue setting
- Couple getting into & inside car

**Reception:**

- Receiving line
- Mock cutting of cake
- Guest book signing
- Cake on its own
- Table Shots
- Couple toasting each other
- Toasts
- Guests relaxing
- 1st Dance
- Bride's Parents Dancing
- Grooms Parents Dancing
- Dancing
- Bride throwing bouquet
- Bride & groom with rings on

**Special Requests:**

---

---

---

---

---

---

---

---



## Wedding Contract, Terms, Conditions and Booking

In the following conditions of contract "the photographer(s)" shall mean Dave L Jackson trading as Dave Jackson Photography or, subject to condition 5 below, any photographers appointed by Dave L Jackson. "The Client(s)" shall be those whose name appears on the contract. If the client(s) arrange for a third party to meet the costs of this contract the contract remains with the client(s). The due performance of the contract is subject to the conditions below. The client(s) cannot vary these in any way unless such conditions are expressly agreed by the photographer(s) in writing.

### 1. Prices:

- a) Where the wedding date is no more than 12 months after the date of signing the contract, all Photographic services undertaken on the wedding date are supplied at the prices ruling on the date of signing of the contract. All reprint orders, if placed after three months of the wedding date, are supplied at the prices ruling at the time of receipt of the order
- b) The client(s) will be liable to pay any additional expenses incurred by the photographer(s) during the assignment not already included within the contract price.

### 2. Payments:

- a) A non-refundable retainer of: £250.00 (paid by cash, cheque, or credit card) along with a completed booking form and contract will confirm your booking. The retainer forms part of the total cost of the package and is deducted when calculating the final balance due. The retainer is refundable during your statutory 14-day "cooling off" period.  
Payment for the photographic coverage is due in full NO LATER THAN FOUR WEEKS prior to the Contracted date and amounts to an additional £. .... X (enter amount)  
You MUST allow sufficient time for cheque clearance. The client(s) will deem non-receipt of the full balance by the due date cancellation of the contract.
- b) All additional goods must be paid for in full on ordering. This includes extra prints, albums, special editing and rendering of images, high-resolution digital files, high-resolution long-term galleries, and any other services ordered after the event.
  - c) Title to all goods remains with Dave L Jackson/ Dave Jackson Photography until paid for in full by the client(s).

### 3. Licenses, Coverage and Reproduction:

- a) The Photographer(s) shall be granted artistic license in relation to the poses photographed and the locations used. The photographer(s) judgment regarding the location, poses and number of photographs taken shall be deemed correct.
- b) Photographs taken during the course of the event will be at the discretion of the photographer(s) Although every effort will be made to comply with The Client(s) requirements.
- c) The photographer(s) shall endeavour to photograph all individuals as requested by the client(s) at some point, but no responsibility will be taken by the photographer(s) on the occasion of leaving Somebody out.
- d) For a booking involving a church ceremony or at certain venues, the photographer(s) movements are sometimes restricted by the minister or official in charge. The area from which the photographer(s) are able to cover the ceremony may not be the photographer(s) choice and the photographer(s) cannot accept responsibility for any obstructed view should this be the case. The use of artificial lighting may be restricted or prohibited. The photographing of parts or even all of the ceremony may be restricted or prohibited. Client(s) are strongly advised to check with the appropriate authorities before signing this contract.
- e) For a wedding or other event booking the photographer(s) shall endeavour to capture all the Moments throughout the day as they occur. However, because of the fluid nature of the event, some Moments might not be recorded, or not recorded for logistical reasons.
- f) Please note that any alterations made to the booking by the client(s) once details have been Confirmed may only be made at the discretion of the photographer(s) and in some circumstances (such As the change of ceremony date for a wedding) the photographer(s) may be unable to accommodate These alterations due to a conflict of commitments. Under these circumstances the photographer(s) are Not liable to compensate the client(s) in any way whatsoever.
- g) Due to a variety of lighting conditions and the limitations of professional film and digital sensors, some Colours may alter throughout a set of photographs. Please note that certain colours do not reproduce Exactly on photographic film or paper.

- h) It is 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 of colours within a subject. It is also Understood that prints made at different times or in different sizes may be variable in colour balance.
- i) Due to the limitations of computer monitors it is understood that (1) images appear differently According to the specification of each monitor (2) prints will not match images rendered on any particular Computer monitor.
- j) All print and presentation sizes quoted are approximate and subject to the discretion of the photographer(s).
- k) Although all equipment is checked regularly and reasonable steps are taken to ensure backup Equipment is available; the photographer(s) will not be responsible for photographs that are not Produced due to technical failure, either at the shooting or processing stage.
- l) Where images are made available for use with a personal computer the default operating system shall Be Windows XP home edition. Products may not function on other or earlier operating systems.
- J) Where images are made available for use on a DVD player reasonable steps are taken to ensure Compatibility, but DVD discs may not play on all DVD players particularly older models.

#### **4. Complaints:**

Any complaints must be received in writing within seven days of receipt of products purchased. This Includes photographs, discs, albums, frames and any other special services that have been agreed.

#### **5. Force Majeure:**

- a) The due performance of the contract is subject to alteration or cancellation by the Photographer(s) owing to any cause beyond their reasonable control (e.g. sudden illness/injury/victim of Crime).
- b) The photographer(s) may contact other photographers in the event that they are not able to attend Your booking due to clause 5a). However it may prove difficult or impossible to find a skilled replacement Photographer at short notice or at the same price.
- c) In the event of cancellation by the photographer(s), or in the unlikely event of total Photographic failure (although re-shoots may be arranged if practicable) – the photographer(s) will not Be responsible for a cost in order to stage re-shoots. The photographer(s) liability shall be limited to a full Refund of any deposits and fees paid.

#### **6. MODEL RELEASE:**

Dave Jackson Photography requests the Bride and Groom's permission to use the digital images and reproductions for the photographer's web site, displays, samples, self-promotional advertising and print competitions. By signing this contract, the photographer has your consent to this model release.

#### **Negatives and Digital Files:**

- a) The negatives and digital files shall remain the property of the photographer(s) and shall be kept for not Less than 24 months from the wedding date at one site.
- b) Should negatives and digital files be lost, damaged or destroyed the photographer(s) liability shall be Limited to a pro-rata refund of fees paid, but shall not include a refund for any goods already supplied. No Refund will be due for any negatives or digital files lost, damaged, or destroyed after 24 months from the date of the wedding.
- c) All orders should be placed with the photographer(s) before the end of a 3 month period starting at the Wedding date. The photographer(s) will not be liable for failure to produce any orders placed after this time.

#### **8. Cancellation Fees:**

If The Client(s) should have to cancel a booking, this should be done in writing and the following Cancellation fees will become due immediately upon said cancellation.  
Charges apply as a percentage of the total fee due:

120 – 60 days (before the wedding) 33%  
59-30 days 66%  
29 days or less 100%

Should the cancelled wedding be a postponement, and then subject to availability, all money paid may be Applied to the new wedding. In this case, the total fees chargeable shall be the fees that apply at the time.

- a) If Dave Jackson Photography has to cancel this contract for reasons beyond their control, (death, injury, sickness etc.)

**9. Placing an Order and Receipt of Goods:**

a) Any alterations to orders must be notified either by phone or email and confirmed in writing (sent by Royal Mail special delivery) within three working days of the order being placed. The photographer(s) will Not be held liable for any costs incurred due to alterations to the order made by the client after this time.  
b) The main wedding image print order may take up to six weeks to complete. Allow 28 days for delivery Of other orders. Where you choose to design your album through Dave Jackson Photography you will be Notified of the estimated completion date on a case-by-case basis.

c) The photographer(s) must be notified either by telephone or email and confirmed in writing (sent by Royal Mail special delivery) within three working days of the client(s) being in receipt of their order in the Case of error, shortage or damage as mistakes cannot be rectified after this period.

d) Due to the nature of the product the photographer(s) are unable to give exchanges or refunds. This Does not affect your statutory rights.

**10. Privacy:**

Dave L Jackson / Dave Jackson Photography may store your data on a private internal database. This data will not be made available to outside companies or individuals. Should you wish to have your data removed from the database, please advise in writing and retain your confirmation.

**11. Governing Law:**

Any contract made between the photographer(s) and the client(s) shall in all respects be governed by and construed in accordance with English Law and the parties hereto submit to jurisdiction of the English courts.

**12. Insurance:**

a) The Client(s) are hereby advised to take out an insurance policy to cover any expenses in the event of cancellation.

b) Dave Jackson Photography will hold public liability insurance to the value of £5 million pounds.

**On the Day:**

a) There is a danger that guests can unwittingly spoil shots. This can be as simple as trying to repeat Shots taken by the "official" photographer, or distracting the subjects so that eyes are not looking at the Camera, or taking an inordinate amount of time to take shots, or "spotting" the bride's face with red focus assist lights, or floating into view on formal set-piece shots, or compromising the ambience of scenes by The inappropriate use of flash photography. We will speak with the guest or bride or groom or coordinator If appropriate. In some circumstances our coverage may be compromised or may have to be cut short. An Inconsiderate guest can wreck the record of your special day.

b) The activity of another professional photographer or videographer or enthusiastic hobbyist can Endanger the quality of the final product. Please notify us beforehand with contact details – so that I can liaise with other parties and plan the shooting accordingly.

I have read and understood the above and agree to abide by the terms of agreement set out. I understand that the terms of this agreement cannot be changed unless agreed by Dave Jackson Photography in writing. I realize that this contract becomes effective immediately and agree my retainer is not refundable and cancellation rates will apply in the case of any cancellation by me (Your statutory rights and credit card issuer protection are not affected).

Signature:..... Signature:.....

Print Name: ..... Print Name:.....

Date:..... Date:.....

Cheques should be made payable to DLJ Studios or Dave Jackson

To be signed on behalf of Dave L Jackson trading as Dave L Jackson Photography:

Date:.....

You should read this contract together with the terms of the service you have ordered. As with any Contract you should consider taking independent legal advice.

Please then sign this contract and return it with your retainer to: Dave L Jackson, 22 Partridge Road,  
St. Albans, Hertfordshire. AL36HH

You will receive a copy of it for your records

