

booking form - your copy for you to keep

Person making the booking _____
Address _____

Postcode _____
Telephone _____
Email _____

Event type _____
Date of event _____
Location _____

Event start time _____

Signed _____ Date _____
Print _____

Coverage only

- 2 hrs £180 3 hrs £210 4 hrs £240
 CD £125

Celebration Package

- Celebration £595

Cost of package £ _____
Cost of Travel* £ _____
TOTAL £ _____

Please enclose a cheque for £50 as a non refundable deposit to secure the above services for this date.
We will not book any other events on this date.

Balance to pay £ _____
Date Due (21 days before event) _____

Please make cheques payable to:
Carruthers and Hobbs Ltd.

Balance payments not received by the due date may result in us withdrawing our services.
Bookings are made under our full terms and conditions.

* There is no charge for travel to events in Essex.
Travel to: Hertfordshire, Kent, Surrey, Suffolk, Middlesex, Norfolk or London is charged at £25; Buckinghamshire, Berkshire, Bedfordshire or Sussex is charged at £50.
Other locations quoted on request.

www.carruthersandhobbs.co.uk

Carruthers and Hobbs Photography, 15 Paignton Avenue, Chelmsford, Essex CM1 7NS
Tel: 01245 262872 Mobile: 07976 388271 Email: peter@carruthersandhobbs.co.uk



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Carruthers and Hobbs Photography

Terms & Conditions

Prices & bookings

Event bookings are confirmed only when a payment of £50 has been made to Carruthers and Hobbs Ltd and subsequently cleared by a bank. No date can be guaranteed until such a booking fee has been paid. Bookings are made on a 'first come first served' basis.

The £50 booking fee will be deducted from the total price.

No refund of the booking fee due to cancellation of the event, or change to the event date, can be offered due to the possible loss of business. We will however attempt to transfer the booking to another date providing that date is not already booked and is within 12 months of the original booking.

Insurance

We hold full public liability insurance and professional indemnity insurance in line with best professional practice. We will endeavour to supply two photographers on the day, but in case of accident, mishap or illness it may be that only one photographer attends.

Making a payment

Full payment must be made 21 days before the event. Failure to pay the balance before the event day may result in the non-attendance of the photographers at the event.

Travel costs where applicable

There is no charge for travel to events in Essex. Travel to Hertfordshire, Kent, Surrey, Suffolk, Middlesex, Norfolk or London is charged at £25; Buckinghamshire, Berkshire, Bedfordshire or Sussex is charged at £50. Other locations quoted on request.

Event photography times

Before your event day we will agree with you a start time and a departure time for both photographers on the day depending on where you wish us to take photographs as indicated on the booking form. Changes in you plans which require us to stay for an additional time will be charged as quoted at the time of booking. Therefore the locations and times must be agreed with the photographer at the time your booking is made.

Event photography services

Full co-operation and assistance must be offered to the photographers in the execution of their professional duties on the day. The poses, locations, subjects and number of photographs taken will be at the discretion of the photographer on the day and will be deemed correct. Every effort will be made to record all photographs requested prior to the event but in the event of non co-operation, or non availability of any person or location, the photographers will not be held responsible.

The photographers want to take the pictures you request on the day, and will aim to take photos of as many guests as possible. However it is your responsibility to see that those guests you specifically want photographed are presented to the photographers. Please make sure you make your wishes known and identify those people to the photographers.

In the highly unlikely event of total photographic failure, a full refund of any money paid will be made. No other liability is accepted.

In the unlikely event of disputes, misbehaviour of guests or threats made against the photographers in the execution of their professional duties, Carruthers and Hobbs Photography reserve the right to withdraw the photographers from the venue for a period of one hour to enable the hosts to make acceptable arrangements to continue with the photography coverage. In such an event the number of final photographs may be reduced.

Where the weather restricts or curtails planned events, or access to planned locations, the photographers will make every effort to produce professional photographs in a more suitable location on the day.

Cancellations

In the unlikely event of cancellation of the event: cancellations made 21 days or more before the event day, money paid will be refunded (see following exclusions) and any outstanding balance will be cancelled, however this does not include the booking fee, and travel expenses (if applicable). If the cancellation takes place less than 21 days before the event day the booking fee and the balance already paid will not be refundable.

Copyright

Under U.K. law the copyright of a photograph is owned by the photographer (in this case Carruthers and Hobbs Photography). We reserve the right to use any images taken for promotional purposes, such as on our website, on Twitter and on Facebook, in our portfolio, promotional literature and advertisements for our services etc. No other supplier (such as the venue, florists etc) are permitted to use the images for promotional purposes.

Albums

If you request an album, the page layout designs will be as the pdf proof supplied for your approval, based on your picture selection. If you wish changes to be made you can add or remove photographs. One set of changes will be allowed. The order and size of the photographs will be at the discretion of Carruthers and Hobbs. If you want your album designed to your precise instructions please ask for a quotation before booking.

On-line gallery

Your images will be posted on-line approximately 21 days after the event, and will remain live for at least 3 months. We will endeavour to keep the gallery live for as long as possible after this period. We reserve the right to take down the images after this period without notice.

Additional albums and prints

A range of albums are available, as are prints, after the event. Guests and family do not have to order these through the hosts. Please let us know if you wish all orders for prints and albums to come through the hosts. Full payment should be supplied at the time of ordering. Delivery charges are as quoted.

CD/DVD

You are permitted to store and print images on the CD/DVD for private use. You are not permitted to sell them, or to allow any other supplier (such as the event venue, florists etc) to use them for promotional purposes.

Changes and prices

We reserve the right to change the products, packages and services on offer in line with industry developments and suppliers prices. Price increases for photographic coverage will not affect existing customers who have already made a booking. Prices for albums, prints and CD/DVDs will be as advertised at the time of booking for 12 months after the date of booking. From time to time we discontinue some products and packages and introduce new ones. In the event of a package, album or service being discontinued we will offer the nearest package or product.

Terms & conditions

We reserve the right to change our terms & conditions in line with industry practice and to facilitate service improvements

Carruthers and Hobbs Photography,
November 2011