

## Booking form - our copy for you to return

Person making the booking

Address

Postcode

Telephone

Email

Bride's name

Groom's name

Date of wedding

Wedding ceremony location

Time of wedding

Wedding reception location (if different)

If our coverage starts with bridal preparations...

Bride's leaving address

Time of bride's departure to wedding venue

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

Print \_\_\_\_\_

Bookings are made under our full terms and conditions.

\* There is no charge for travel to weddings in Essex.  
Travel to: Herts, Kent, Surrey, Suffolk, Middlesex, Norfolk is charged at £25;  
London, Bucks, Berks, Beds or Sussex is charged at £50.  
Other locations quoted on request.

[www.carruthersandhobbs.co.uk](http://www.carruthersandhobbs.co.uk)

Carruthers and Hobbs Photography, 15 Paignton Avenue, Chelmsford, Essex CMI 7NS

Tel: 01245 262872 Mobile: 07976 388271 Email: [peter@carruthersandhobbs.co.uk](mailto:peter@carruthersandhobbs.co.uk) or [kerri@carruthersandhobbs.co.uk](mailto:kerri@carruthersandhobbs.co.uk)

## CHOOSE YOUR PACKAGE

- Bronze  
 Silver  
 Gold  
 Diamond  
 Not yet decided

## OPTIONS

- Add a 2nd photographer  
 Extended coverage into the evening  
 Pre-wed shoot

Cost of package £ \_\_\_\_\_

Cost of travel\* £ \_\_\_\_\_

TOTAL £ \_\_\_\_\_

A £50 non refundable deposit will secure our services for your wedding day. We will not book any other weddings or events on this date.

Balance to pay £ \_\_\_\_\_

Date Due (28 days before wedding) \_\_\_\_\_

Please make cheques payable to:  
Carruthers and Hobbs Ltd.

Payment by bank transfer:  
Account Name: Carruthers and Hobbs Ltd  
Sort Code: 09-06-66  
Account No. 41529472

## Booking form - your copy for you to keep

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Time of wedding

Wedding reception location (if different)

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Bride's leaving address

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

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## Carruthers and Hobbs Photography

### Terms and Conditions

#### Prices and bookings

Wedding 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 wedding, or change to the wedding 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. If two photographers have been requested 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. In this case a refund for the second photographer will be made.

#### Making a payment

Full payment must be made 28 days before the wedding day. Failure to pay the balance before the wedding day may result in the non-attendance of the photographers at the wedding.

#### Travel costs where applicable

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

#### Wedding photography times

Before your wedding day we will agree with you a start time and a departure time for both photographers on your wedding day depending on where you wish us to take photographs as indicated on the booking form. Changes in your 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.

#### Wedding photography services

Full co-operation and assistance must be offered to the photographers in the execution of their professional duties on the wedding 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 wedding 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 wedding party to make acceptable arrangements to continue with the wedding 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 wedding day.

#### Cancellations

In the unlikely event of cancellation of the wedding: Cancellations made 28 days or more before the wedding 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 28 days before the wedding day the booking fee and the balance (if 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, Instagram and on Facebook, in our portfolio, in sample albums, in promotional literature and advertisements for our services etc. No other supplier (such as the wedding venue, make-up artist 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.

#### Online gallery

Your wedding images will be posted online approximately 21 days after the wedding day in a password protected gallery. We will endeavour to keep the gallery live for a period of one year. If you would like the gallery to be removed before this date, please let us know.

#### Presentation products

A range of albums prints and other presentation products are available to purchase after the wedding. Full details, pricing and delivery charges will be on your online gallery. Orders do not have to come through the bride and groom. These can be purchased either online or by contacting us direct.

#### USB Stick

Your USB stick of images will be unwatermarked high resolution jpegs. You are permitted to store and print images on the disc 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, USBs and albums will not affect existing customers who have already made a 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.

#### Pre-Wed shoots

All the above terms and conditions also apply to pre-wed shoots. In addition: For pre-wed photo shoots on location, it is the responsibility of the client to make their own travel arrangements to the location. Sessions on location can only occur if it is safe and legal, and if we have permission to photograph there. The customer is responsible for their own health and safety.

#### Terms and conditions

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

Carruthers and Hobbs Photography,  
February 2019