

## Booking form - our copy for you to return

Person making the booking \_\_\_\_\_

Business name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Event type \_\_\_\_\_

Date of event \_\_\_\_\_

Location \_\_\_\_\_

Event start time \_\_\_\_\_

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

Print \_\_\_\_\_

Bookings are made under our full terms and conditions.

\* There is no charge for travel to events 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.

## FAMILY EVENTS

- 2 hrs     3 hrs     4 hrs
- All the photos on CD or USB
- Add a second photographer
- A4 album of 40 photos

## CORPORATE SOCIAL EVENTS

- 2 hrs     3 hrs     4 hrs
- Add a second photographer

## CHAMPAGNE PACKAGE

- 3 hrs + Album + All the photos on CD or USB

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 event) \_\_\_\_\_

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

[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)

## Booking form - your copy for you to keep

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## Carruthers and Hobbs Photography

### Terms and Conditions

#### Prices and 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 28 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 or Norfolk is charged at £25; London, 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 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.

#### 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 7 days after the event 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 on-line gallery. Orders do not have to come through the hosts. These can be purchased either on-line or by contacting us direct.

#### DISC / USB

Your disc or 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, Discs/USB sticks 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.

#### 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,  
March 2019