



## Wedding Booking Form

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Name of Bride:

Name of Groom:

Address of Bride:

Address of Groom:

Telephone Number:

Telephone Number:

Mobile Number:

Mobile Number:

Email address of Bride:

Email address of Groom:

Date of Wedding:

Service or Package Required:

Please use the special requirements section if more space is needed. Do not leave this section blank or enter TBC.

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Alternative Contact Name:

Relation to You:

Address of Alternative Contact:

Telephone Number:

Mobile Number:

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Address of Wedding Venue:

Address of Reception:

Number of guests:

Time of my arrival:

Time of ceremony:

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1. It is agreed that the terms set out in this booking form is the total agreement made between the parties and that no variation or modification of this contract shall be effective unless agreed by both parties in writing.

**2. License, Coverage and Reproduction:**

a. Duncan Cox and Associates shall be granted artistic license in relation to the photographs, locations used and post-production work carried out, although consultation with the Client(s) will take place before the wedding, by email or telephone conversation, to determine their requirements. The Photographer(s) judgment regarding the location, poses, post-production work and number of photographs taken shall be deemed correct within the attendance selected, and no one photograph shall be deemed more important than any other. Special requests are not binding instruction, although every effort is made to comply with the client's wishes. Any special requests not notified on this booking form must be made by the client to the photographer in writing or email.

b. To provide the best coverage possible within the allocated time, the photographer requires the co-operation of the Bride and Groom, and the remainder of the wedding party. The photographer cannot be held responsible for any variation in the agreed schedule, or lack of coverage, should the Bride, Groom, or any member of the wedding party be late, or not available for any photograph at the agreed time and place.

c. Weather: Should inclement weather of any sort prevail on the wedding date, the photographer will use his professional judgment to make changes to the photography schedule deemed necessary to provide the best coverage possible within the time allocated, and cannot be held responsible for any disappointments due to the weather conditions.

d. Due to the variety of lighting conditions during the day and the limitations of the digital/photographic process, some colours may alter slightly throughout the photographs. Please note that certain colours do not reproduce exactly on photographic paper, the bias will be towards pleasing flesh tones and exact colours of manmade fibres cannot be guaranteed.

e. Retouching/digital manipulation and artist finishing will be carried out as seen fit. Extensive retouching is available to the client as an optional extra.

**3. The Photographer**

It is understood by the client that Duncan Cox and/or Associates will be the sole official photographer on the day. No other paid photographer(s) will be covering the wedding day. If this is found to be the case, Duncan Cox and/or Associates reserve the right to stop coverage of the wedding straightaway. If any other photographers (i.e. friends or guests) whether they are amateur or professional, are present on the day, it is up to the client to make sure they do not hinder the progress of Duncan Cox and/or Associates.

**4. Copyright**

The 1988 Copyright Act assigns the copyright of the photographs to The Photographer(s). It is therefore contrary to the Act, and illegal, to copy, or allow to be copied, by any means whatsoever (by photocopier or otherwise), any photographs covered by this contract. The only exception is the DVD sets of Hi-Res images, which are for personal use only. It is contrary to the Act to copy or allow to be copied photographically/electronically or by any other means an image created as part of this contract without the permission of Duncan Cox in writing. The Photographer(s) makes it extremely clear that action will be taken against anyone found to have been in breach of this clause.

**5. Digital Files**

Digital files remain the property of DC Photographic, Duncan Cox.

**6. Previews**

Although the photographer will do his best to produce more images than set out as discussed with the client, there is no guarantee that any particular number of images will be produced.

**7. Display**

The client hereby allows the photographer to display any images included in this contract in their studios, portfolios, literature, wedding exhibitions, photographer's website and advertising. No use of the images will be made by the photographer for other commercial reason except with the written permission of the client.

**8. Cancellation**

The client may cancel this contract at any time by giving written notice to the photographer but in doing so shall forfeit any monies paid. Should the photographer receive cancellation less than 16 weeks prior to the date of the ceremony, the client shall in addition pay a sum equal to 50% of the contract value. Should the cancellation be received less than 8 weeks prior to the date of the ceremony, the client shall in addition pay a sum equal to 75% of the collection value. The said sum shall be payable as compensation as an estimate of the loss the Photographer(s) would suffer.

**9. Force Majeure or Act Of God**

The due performance of this contract is subject to alteration or cancellation by either party owing to any cause beyond their control (i.e. sudden illness).

**10. Limitation of Liability**

In the unlikely event of a total photographic failure or cancellation of this contract by either party or in any other circumstance the liability of one party to the other shall be limited to the total value of the contract. Neither party shall be liable for indirect or consequential loss.

**11. Transport**

Should the bride and/or groom for any reason, travel in a vehicle owned by DC Photographic and/or Associates, they do so at their own risk and DC Photographic cannot be held responsible in the event of a problem.

**12. Complaints**

Client should raise any complaints with the photographer in writing within 28 days of receipt of the images.

**13. Extras Costs**

The Client(s) will be liable to pay any additional costs incurred to the Photographer(s) on or around the contracted date, such photography carried out in the Paphos area is €100, Polis, Latchi and Troodos area is €145 and the Pissouri area is €90 on top of the package costs.

**Initial Payment to Secure Services**

A non-refundable payment of €150 is charged when the client signs this contract and must be sent with the booking form to secure the date. There are three payment methods you can use.

- 1) A normal Sterling Cheque with a standard 10% administration & currency conversion charge. It should be made payable to Duncan Cox and a figure that is consistent with current exchange rates.
- 2) Payments through PayPal are free for paying the holding deposit. Please send the amount to paypal@dc-photographic.co.uk
- 3) Credit/Debit Card payment through email invoice.

Final Payment of € .....is due on/before the wedding date ...../...../.....(fill in amount and date)  
Final payment can be made in cash (€ Euros) on the wedding day or at least 14 days (28 days for cheques) prior to the wedding using the above payment methods. Please ask for further information.

**I have read this booking form and agree to abide by the terms of agreement set out in it. I understand that the terms of this agreement cannot be changed unless agreed by both parties in writing.**

Bride's signature .....Groom's signature.....Date.....

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Please detail any special photographic requirements on this page.