



## W E D D I N G   B O O K I N G   F O R M

Please complete this form with as much detail as possible. If there are details you cannot answer at this time, leave the space blank and we can update the form later. Details can be added/amended at anytime before your Wedding Day, providing you give us reasonable notice of the changes.

Return the completed booking form and contract agreement to us at:-

**Ben Arrigoni Photography**  
**36 Mill Lane, Nether Stowey, Somerset TA5 1NN**

WEDDING DATE (DD/MM/YYYY):

FULL NAME OF BRIDE:

FULL NAME OF GROOM:

YOUR HOME ADDRESS:

LANDLINE:

MOBILE:

EMAIL:

FACEBOOK:

CHOSEN PACKAGE:

BOOKING & RETAINER FEE: £

TOTAL PACKAGE PRICE: £

Your booking and retainer fee, and your total package price are detailed in your quotation email. Please refer to this.

BRIDAL PREPARATIONS VENUE ADDRESS:

START TIME:

PHONE:

CEREMONY VENUE ADDRESS:

START TIME:

PHONE:

RECEPTION VENUE ADDRESS:

START TIME:

PHONE:

WHERE DID YOU HEAR ABOUT US / REFERRAL NAME:

We have completed the booking form as accurately as possible and will update our photographer to any amendments as needed.

BRIDES NAME:

GROOMS NAME:

BRIDES SIGNATURE:

DATE: / /

GROOMS SIGNATURE:

DATE: / /



## W E D D I N G   C O N T R A C T

Read your contract fully, and ensure you understand it's contents before you sign it. Once it is complete it should be sent along with the wedding booking form to:-

**Ben Arrigoni Photography**  
**36 Mill Lane, Nether Stowey, Somerset TA5 1NN**

It is mutually agreed that the following terms set out 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.

**BOOKING & RETAINER FEE:** The booking and retainer fee secures the time and services of the photographer/s for the booking made and is non-refundable or transferable in the event of cancellation, it being the agreed loss suffered by the photographer due to cancellation. Bookings that are postponed to a later date will retain the fee as long as the photographer can re-schedule for the new date and time. The booking fee is required when the client signs this contract.

**PAYMENTS:** Following payment of any booking fee, balance of fees due are to be paid two months prior to a wedding booking, 14 days prior to an event booking and at the time of order in the case of portraits. No photographs will be delivered until all payments due have been paid in full. Payment for additional images, albums or other post-production products is to be made when they are ordered.

**WEATHER:** Weather permitting, the wedding photographs will be taken as agreed. In the event of rain or snow or any form of weather disturbances, the photographer will make the necessary changes in the photographic session and will not be responsible for any disappointment caused by the weather. The photographer will do their best to produce coverage of the wedding within the time allocated.

**PHOTOCHROMATIC ANOMALIES:** Owing to reflectance caused by a certain combination of dyes and materials, especially man-made fibres, it is sometimes impossible to record the exact colour of a garment as seen by the human eye. The Photographer/s may display any photographs included in this contract in his/her studio, web site, portfolio, literature, display areas, exhibitions, competitions, advertising or slide shows without limitation. All image sizes are nominal.

**RETOUCHING:** All images will be adjusted for exposure, brightness, contrast, sharpness, etc. The Photographer's judgement regarding these corrections and the number of images put forward to the client for preview shall be deemed correct. Retouching, digital manipulation and artist finishing is available to the client at extra cost.

**REORDERS:** All reorders shall be treated as an extension of this contract and no responsibility for error will be accepted unless orders are given in writing.

**COPYRIGHT:** Any images or copies of images whether stored digitally or otherwise and any computer program including any source or object code, computer files or printed documentation relating to such images are protected by the Copyright and Design Act 1988. 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 The photographer/s in writing.

**LICENSE:** The photographer/s shall be granted artistic license in relation to the poses photographed and the locations used. The photographers judgement regarding the locations/poses and number of images taken shall be deemed correct. Due to the vagaries of the weather and the willingness of subjects it may not be possible to capture all the images requested (see WEATHER).

**FORCE MAJEURE OR ACT OF GOD:** The photographer/s shall not be liable to client for delays in performance occasioned by causes beyond the photographer's reasonable control and without its fault or negligence, including but not limited to accident, illness, Acts of God, or of the Public Enemy, acts of war, acts of the government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of photographer's suppliers at any tier. In the event it shall become impossible for the photographer or client to perform their obligations under this contract for reasons of Force Majeure, the party so unable to perform may terminate this contract upon written notice to the other. In such event, the client shall pay the photographer/s only for work completed [and expenses incurred] at the time of termination.

**ATTENDANCE:** In the unlikely event of the assigned photographer being unable to attend your booking due to unforeseen circumstances, we reserve the right to appoint another photographer to attend your booking on our behalf to undertake the photography to his/her best ability.

**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.

### WEDDING ARRANGEMENTS

The details of the wedding arrangements are as detailed on the wedding booking form, wedding schedule and requested photographs paperwork. The client shall notify the photographer of any changes to these details in writing. The photographer/s cannot be held liable for delays or disruption in their delivery of the service until any changes are received, and acknowledged in writing.

**CANCELLATION:** A full unconditional refund policy exists for a period of 14 days from receipt of the booking form, contract and booking and retainer fee payment. Thereafter, the client may cancel this contract at any time by giving written notice to the photographer/s but in doing so shall forfeit any monies already paid. Cancellation charges are as follows:-

Less than 12 months prior = 25% of balance  
Less than 9 months prior = 50% of balance  
Less than 6 months prior = 75% of balance  
Less than 3 months prior = 100% of balance

Less than three months before a wedding booking, less than 14 days before an event booking and less than 48 hours prior to a portrait sitting, will result in full payment becoming due.

If Ben Arrigoni Photography have to cancel this contract for reasons beyond their control (death, injury, sickness, safety, etc) their liability shall be limited to a full refund of all monies paid.

**NEGATIVES/DIGITAL FILES:** All negatives/digital files remain the property of Ben Arrigoni Photography.

### VALUE OF PRINTS

The value of prints, or other items, included within the agreed price is only redeemable as a discount against those items at the prices listed by the photographer and ordered by the client within three months of a wedding date, three months of an event and one month of a portrait sitting. At no time will this value be transferable for a cash alternative. Any monies over and above the value of discount are to be paid at the time of order.

**COMPLAINTS:** Any complaints should first be raised by the client with the photographer/s in writing within 21 days from the date of receipt of images. In the unlikely event of an unresolved complaint the Client may request the Society of Wedding and Portrait Photographers to mediate but only on the basis that its decision shall be final and binding upon both parties.

**GOVERNING LAW:** This agreement shall be governed in accordance with the laws of England and Wales. The terms of this contract are accepted by:-

CHOSEN PACKAGE:

BOOKING & RETAINER FEE: £

TOTAL PACKAGE PRICE: £

BALANCE DUE BY:

BRIDES NAME:

BRIDES SIGNATURE:

DATE: / /

GROOMS NAME:

GROOMS SIGNATURE:

DATE: / /