



Wedding & Civil Partnership Photography Contract Booking Form

Please complete, sign and include your booking fee of £250 with this booking form to secure your chosen date.

Date of Ceremony:		Time of Ceremony:	
Location of Ceremony			
Location of Reception:			

Bride / 1st Party Details		Groom 2nd Party Details	
Name		Name	
Full Address		Full Address	
Home Phone		Home Phone	
Work Phone		Work Phone	
Mobile Phone		Mobile Phone	
Email Address		Email Address	



Terms and Conditions

In the following conditions of contract “the photographer(s)” shall mean Paul Taylor trading as Images beyond Words or, subject to condition 7 below, any photographers appointed by Paul Taylor. “The Client(s)” shall be those whose name appears on the contract. If the client(s) arrange for a third party to meet the costs of this contract the contract remains with the client(s). The due performance of the contract is subject to the conditions below. These cannot be varied in any way by the client(s) unless such conditions are expressly agreed by the photographer(s) in writing.

1. Copyright: The copyright to these images is held by Paul Taylor. You are free:

to share - to copy, distribute and transmit the images. Under the following conditions: Attribution - You must give credit to Images Beyond Words for the images used. Non-Commercial - You may not use the images for commercial purposes. No Derivative Works - You may not alter, transform or build upon these images.

2. Display: The client(s) hereby allow(s) the photographer(s) to display any photograph covered by this contract and to generally promote the business in advertising, brochures, magazine articles, websites and other such material, providing that the images used are used lawfully and without damage to the client(s).

3. License, Coverage and Reproduction:

a) The Photographer(s) shall be granted artistic license in relation to the poses photographed and the locations used. The photographer(s) judgment regarding the location, poses and number of photographs taken shall be deemed correct.

b) Photographs taken during the course of the event will be at the discretion of the photographer(s) although every effort will be made to comply with The Client(s) requirements.

c) The photographer(s) shall endeavor to photograph all individuals as requested by the client(s) at some point, but no responsibility will be taken by the photographer(s) on the occasion of leaving somebody out.

d) For a booking involving a church ceremony or at certain venues; the photographer(s) movements are sometimes restricted by the minister or



official in charge. The area from which the photographer(s) are able to cover the ceremony may not be the photographer(s) choice and the photographer(s) cannot accept responsibility for any obstructed view should this be the case.

The use of artificial lighting may be restricted or prohibited. The photographing of parts or even all of the ceremony may be restricted or prohibited. Client(s) are strongly advised to check with the appropriate authorities before signing this contract.

e) For a wedding or other event booking the photographer(s) shall endeavour to capture all the moments throughout the day as they occur. However, because of the fluid nature of the event, some moments might not be recorded, or not recorded for logistical reasons.

f) Please note that any alterations made to the booking by the client(s) once details have been confirmed may only be made at the discretion of the photographer(s) and in some circumstances (such as the change of ceremony date for a wedding) the photographer(s) may be unable to accommodate these alterations due to a conflict of commitments. Under these circumstances the photographer(s) are not liable to compensate the client(s) in any way whatsoever.

g) Due to a variety of lighting conditions and the limitations of professional film and digital sensors, some colours may alter throughout a set of photographs. Please note that certain colours do not reproduce exactly on photographic film or paper.

h) It is understood that all photographic printing is undertaken within the technical limitations of the process and that colour may not be identical over the whole range of colours within a subject. It is also understood that prints made at different times or in different sizes may be variable in colour balance.

i) Due to the limitations of computer monitors it is understood that (1) images appear differently according to the specification of each monitor (2) prints will not match images rendered on any particular computer monitor.

j) All print and presentation sizes quoted are approximate and subject to the discretion of the photographer(s).

k) Although all equipment is checked regularly and reasonable steps are taken to ensure backup equipment is available, the photographer(s) will not be responsible for photographs that are not produced due to technical failure, either at the shooting or processing stage.



l) Where images are made available for use with a personal computer the default operating system shall be Apple Mac. Products may not function on other or earlier operating systems.

m) Where images are made available for use on a DVD player reasonable steps are taken to ensure compatibility, but DVD discs may not play on all DVD players particularly older models.

4. Prices:

a) Where the wedding date is no more than 12 months after the date of signing the contract, all photographic services undertaken on the wedding date are supplied at the prices ruling on the date of signing of the contract. All reprint orders, if placed after six months of the wedding date, are supplied at the prices ruling at the time of receipt of the order

b) The client(s) will be liable to pay any additional expenses incurred by the photographer(s) not already included within the contract price. This includes for example access fees charged by some venues, and dispatch of prints, discs, albums, and other products to non-UK addresses.

5. Payments:

a) A non-refundable booking fee of:

£250 (paid by cash, cheque or credit card) along with a completed booking form and contract will confirm your booking. The booking fee forms part of the total cost of the Portfolio Plan (i.e. it is NOT in addition to the cost of the plan) and is deducted when calculating the final balance due.

Payment for the photographic coverage is due in full **NO LATER THAN SIX WEEKS** prior to the contracted date. You **MUST** allow sufficient time for cheque clearance.

Non-receipt of the full balance by the **due date** will be deemed cancellation of the contract by the client(s).

b) All additional goods must be paid for in full on ordering. This includes extra prints, albums, special editing and rendering of images, high resolution digital files, high resolution long term galleries, and any other services ordered after the event.

c) Title to all goods remains with Paul Taylor / Images Beyond Words until paid for in full by the client(s).

6. Complaints: any complaints must be received in writing within seven days of receipt of products purchased. This includes photographs,



discs, albums, frames and any other special services that have been agreed.

7. Force Majeure:

a) The due performance of the contract is subject to alteration or cancellation by the photographer(s) owing to any cause beyond their reasonable control (e.g sudden illness/injury/victim of crime).

b) The photographer(s) may contact other photographers in the event that they are not able to attend your booking due to clause 7a). However it may prove difficult or impossible to find a skilled replacement photographer at short notice or at the same price.

c) In the event of cancellation by the photographer(s), or in the unlikely event of total photographic failure (although re-shoots may be arranged if practicable) – the photographer(s) will not be responsible for costs in order to stage re-shoots. The photographer(s) liability shall be limited to a full refund of any deposits and fees paid.

8. Negatives and Digital Files:

a) The negatives and digital files shall remain the property of the photographer(s) and shall be kept for not less than 24 months from the wedding date at one site.

b) Should negatives and digital files be lost, damaged or destroyed the photographer(s) liability shall be limited to a pro-rata refund of fees paid, but shall not include a refund for any goods already supplied. No refund will be due for any negatives or digital files lost, damaged, or destroyed after 24 months from the date of the wedding.

c) All orders should be placed with the photographer(s) before the end of a 3 month period starting at the wedding date. The photographer(s) will not be liable for failure to produce any orders placed after this time.

9. Cancellation Fees: If The Client(s) should have to cancel a booking the following cancellation fees will become due immediately upon said cancellation.

a) Cancellation within two weeks of booking and more than three months to go until the wedding date, the non-refundable booking fee – see clause 5a above.

b) Cancellation with less than three months to go until the wedding date, full price for the complete photographic coverage booked, but no



charge for any optional extras (unless you were advised otherwise at the time of booking).

c) Where the photographer(s) are able to rebook the date with an equivalent booking, then the cancellation fee will be reduced to the non-refundable booking fee only and any additional cancellation fees already paid will be refunded accordingly.

10. Placing an Order and Receipt of Goods:

a) Any alterations to orders must be notified either by phone or email and confirmed in writing (sent by Royal Mail special delivery) within three working days of the order being placed. The photographer(s) will not be held liable for any costs incurred due to alterations to the order made by the client after this time.

b) The main wedding image print order may take up to six weeks to complete. Allow 28 days for delivery of other orders. Where you choose to design your album through Paul Taylor you will be notified of the estimated completion date on a case by case basis.

c) The photographer(s) must be notified either by telephone or email and confirmed in writing (sent by Royal Mail special delivery) within three working days of the client(s) being in receipt of their order in the case of error, shortage or damage as mistakes cannot be rectified after this period.

d) Due to the nature of the product the photographer(s) are unable to give exchanges or refunds. This does not affect your statutory rights.

11. Privacy: Paul Taylor / Images Beyond Words may store your data on a private internal database. This data will not be made available to outside companies or individuals. Should you wish to have your data removed from the database, please advise in writing and retain your confirmation.

12. Governing Law: Any contract made between the photographer(s) and the client(s) shall in all respects be governed by and construed in accordance with English Law and the parties hereto submit to jurisdiction of the English courts.

13. Insurance: The Client(s) are hereby advised to take out an insurance policy to cover any expenses in the event of cancellation.

14. On the day:

a) There is a danger that guests can unwittingly spoil shots. This can be as simple as trying to repeat shots taken by the "official" photographer, or distracting the subjects so that eyes are not looking at the camera, or



taking an inordinate amount of time to take shots, or “spotting” the bride’s face with red focus assist lights, or floating into view on formal set-piece shots, or compromising the ambience of scenes by the inappropriate use of flash photography. We will speak with the guest or bride or groom or coordinator if appropriate. In some circumstances our coverage may be compromised or may have to be cut short. An inconsiderate guest can wreck the record of your special day.

b) The activity of another professional photographer or videographer or enthusiastic hobbyist can endanger the quality of the final product. Please notify us beforehand with contact details – so that we can liaise with other parties and plan the shooting accordingly.

I have read and understood the above and agree to abide by the terms of agreement set out.

I understand that the terms of this agreement cannot be changed unless agreed by Paul Taylor in writing. I realize that this contract becomes effective immediately and agree my booking fee is not refundable and cancellation rates will apply in the case of any cancellation by me (your statutory rights are not affected).

Signature (Bride):

Print Name:

Date:

Signature (Groom):

Print Name:

Date:

Payment Method :

Cheques should be made payable to “Paul Taylor”

You should read this contract together with the terms of the service you have ordered. As with any contract you should consider taking independent legal advice.

Please then sign this contract and return it with your booking fee to:
Paul Taylor, 100 Homefield Road, Sileby, Leicestershire. LE12 7TQ.
You will receive a copy of it for your records.