



Contemporary • Cinematic • Candid

Britlife WEDDING VIDEO SERVICES

Six Filming UK Ltd, 4 Nottingham Walk, Hartlepool, Tees Valley, TS25 1TH

Studio: 01429 294795 Mobile: 07576 298306

Email: info@sixfilming.co.uk Website: www.britlife.co.uk

BOOKING & HOLDING REQUEST FORM

Wedding Date

Chosen Package:.....

Brides Name:

Brides Address:

Post Code:

Telephone:

Mobile:

Email:

Grooms Name:

Grooms Address:

Post Code:

Telephone:

Mobile:

Email:

I confirm that I would like to reserve Britlife Wedding Video Services to film and produce my wedding day DVDs. I wish you to hold the above *date for me and I therefore enclose a deposit (cheque/ postal order) of £..... (Including VAT at 17.5% Please make cheques and postal orders payable to Six Filming UK Ltd. Please note that a full payment is required if your wedding day is less than 6 weeks away.)

I understand that the remaining balance of £..... (Including VAT at 17.5%) will be due before and that all deposits are none-refundable.

It is essential that this form is returned within 10 days of the initial request or the date may be released to another enquirer. Dates are only accepted once your deposit has been taken. By signing this document you are agreeing to all terms and conditions and understand that this agreement is binding.

X SIGNED:

DATED:

• PACKAGES:

(VAT Exclusive)

	<i>Budget</i>	<i>Bronze</i>	<i>Silver</i>	<i>Gold</i>	<i>Platinum</i>
	<i>£525</i>	<i>£795</i>	<i>£1105</i>	<i>£1425</i>	<i>£1850</i>
Number of cameras	1	1	2	2	2
Hours of Coverage	Up to 6	8	10	10 - 12	10 - 12
Film Style Trailer				✓	✓
Wedding Day Highlights 1	✓	✓	✓	✓	✓
Wedding Day Highlights 2		✓	✓	✓	✓
Guests Highlights or Reality Cam			✓	✓	✓
Love Story (Documentary style interviews)					✓
Video Guest Book (messages from family & friends)				✓	✓
Slow-motion end sequence with credits set to music of your choice	✓	✓	✓	✓	✓
Full coverage and edit of the wedding ceremony & signing of the marriage schedule	✓	✓	✓	✓	✓
Full coverage and edit of the top table speeches	✓	✓	✓	✓	✓
The Bride at home preparing for her wedding day		✓	✓	✓	✓
The Groom at home preparing for his wedding day			✓	✓	✓
Arrival of your guests and bridal party at church/hotel	✓	✓	✓	✓	✓
The Bride & Groom leaving the church	✓	✓	✓	✓	✓
Formal & informal photographs being taken	✓	✓	✓	✓	✓
Cutting of the cake	✓	✓	✓	✓	✓
First dance of the evening		✓	✓	✓	✓
Custom printed discs & cases	✓	✓	✓	✓	✓
DVD with chapters & menus	✓	✓	✓	✓	✓
Number of DVDs	1	1	2	3	3

Luxurious Presentation Case	✓	✓	✓	✓	✓
Music Copyright License	✓	✓	✓	✓	✓
Liability Insurance	✓	✓	✓	✓	✓

• **EXTRA OPTIONS:**

Please tick any extras you would like to add onto your existing package

(VAT Exclusive)

<i>Description</i>	<i>Price</i>	<i>Tick</i>
Priority Editing (within 2 weeks)	£250	
Evening Celebration (up to midnight)	£200	
Video Guest Book (Messages from Family & Friends)	£270	
Stag/ Hen Night Filming	£400+	
Love Story (Documentary Style Interviews)	£400	
Honeymoon Highlights DVD Slideshow (Up to 50 pictures set to music)	£130	
Additional Filming Hour (outside of package)	£65ph	
Additional Cameraman (including equipment)	£250	
Extra Wedding DVD Copies	£20 each	
Extra Video Guest Book	£8 each	
Video Footage (unedited) Supplied to DVDs	£220	
Podcast – Transfer your wedding day DVD to your ipod	£80	

Please let us know if there are any other extras not mentioned above that you would like to be included as part of your package.

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• **MUSIC CHOICE:**

Please state below up to five songs that you would like to be included in your wedding DVDs. Please list them in order of importance.

1) Title	Artist
2) Title	Artist
3) Title	Artist
4) Title	Artist
5) Title	Artist

• **YOUR VIDEOGRAPHER:**

Are you providing a meal for your Videographer?

Most hotels provide something to eat for Videographers and Photographers as they recognise the long hours involved in filming a wedding (Typically 10-14 hours). This is usually away from the guests and is when the main meal of the day is being served. However, this is not always the case so we ask that you please check with the Reception Venue to ensure that an adequate meal is provided.

This enables us to fully concentrate on capturing your day, as there is not enough time to pack equipment away and find a shop somewhere close by. It is unpractical to bring sandwiches as there is no time to get them out of the car due to the pace and speed of the day. There are obvious health risks to leaving sandwiches in a hot car throughout the summer months.

• **FURTHER INFORMATION:**

Please include any further information or questions you may have relating to your wedding.

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X SIGNED:

DATED:

Please read the following terms and conditions carefully which apply to all events recorded by Six Filming UK Ltd.

DEPOSIT

This agreement shall be binding once your deposit has been paid and received by Six Filming UK Ltd. It is the client's responsibility to read and understand this agreement fully prior to booking. All bookings require a non-refundable deposit of £250. The outstanding balance is required to be paid in full at least 4 - 6 weeks prior to your wedding/event date.

DVD EDITING & COMPLETION

The editing of your DVD will commence within 2 – 4 weeks after your wedding day. We therefore request that all information, music, titles etc that are to be included in your final production are received before your wedding day.

If the final product is not satisfactory quality in terms of picture or sound and is the direct result of Six Filming UK Ltd then you are entitled to a free corrective edit to resolve the problem. If this is still unsuccessful then you will be entitled to a credit refund that reflects the loss of quality. Six Filming UK Ltd cannot be held for quality loss that is a direct result of environmental issues and/or shooting conditions as it is your responsibility to checkout the location before the day.

EXTRA HOURS

Our packages have set prices, with optional extras according to your requirements and needs. Modifications to these services are quoted separately at the time of your booking. Time allocation is dependant upon the package you choose and extra hours requested on the day or in addition to your package will be charged before the final DVDs are released.

MENUS, CHAPTERS & TEXT

We choose the most appropriate designs for your project, taking into account style, length of film and your likes and dislikes. It is the responsibility of the client to provide all chapter headings and spellings. This must be done clearly as we cannot accept responsibility for misspellings or misinterpretations of handwriting. We will ask you to make changes via written consent if an obvious spelling mistake is spotted, but this cannot be guaranteed. If text, headings or titles are to be included in any section of your film, then we recommend that you provide these in digital format (typed via email, PDF or Word document). We cannot take responsibility if the text is not provided in a clear format.

COPYRIGHT

All video/film material recorded by Britlife Wedding Video Services remains the property of Six Filming UK Ltd unless otherwise stated. Duplication, lending, hiring, public performances, broadcasting, editing, and distribution for profit or otherwise is strictly prohibited unless otherwise stated.

By signing our terms and conditions you are stating that you own or have express permission for Britlife Wedding Video Services to copy/duplicate all material provided, and that this fully indemnifies Six Filming UK Ltd against any legal action such as Copyright infringement.

SIX FILMING & BRITLIFE BRANDING

We reserve the right to add our branding at the beginning and the end of all products. This also has the benefit of enhancing the look of your DVD and adds a professional edge to your finished project.

DUPLICATIONS

We keep copies of all final edited film projects and store them for a maximum of 5 years from their last order. This enables customers to order extra copies without having to resend their discs to us. We reserve the right to edit, broadcast or showcase footage in part or in its entirety and use examples from projects undertaken from our clients for inclusion on our website, brochures, DVDs, digital files or any other advertising undertaken by Britlife Wedding Video Services. We will obviously be sensitive to the needs of our clients.

Please understand that this is not intended as a backup service and is only there to make reordering duplicate copies much easier for the client. DVDs sometimes fail over time and copies cannot be guaranteed to remain in tact and so we therefore advise customers to order additional copies just in case. We cannot be held responsible for items stored for long lengths of time failing or working incorrectly. Raw (original unedited) footage from your day is also obtainable and charged accordingly. Please see extra options.

X SIGNED:

DATED:

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OWNERSHIP

Six Filming UK Ltd reserves the right to retain any material that has amounts still outstanding, even if previous payments have been made. No refunds will be given if the final payments are not received. For products in the clients possession with amounts outstanding and with unsettled accounts beyond the payment agreement then you will be liable to court action to recover the amounts and the costs involved. Prior notification will be given.

RESPONSIBILITY & LIABILITY

Whilst Six Filming UK Ltd makes every effort to provide you with a perfect recording of your event, in the unfortunate instance of the total failure of equipment, tape or car breakdown whilst journeying to your event we promise to provide you with a full refund of any and all monies paid. However, no further action can be taken against Six Filming UK Ltd as this is not a deliberate or intentional act. You will also be fully refunded in the event of a camera crew becoming sick and if no replacement can be found in time.

We cannot be held responsible for equipment failure, power cuts, camera failure, tape failure or any other relevant situation on the day as these are out of our control. All our equipment is serviced and maintained to the highest standard so as to avoid this from happening. In most cases two cameras are taken to the shoot as standard in the unlikely event of one failing. If one camera goes down then there is another available to complete the job.

All filming tapes are of the highest quality and used from new at every wedding. Under no circumstances do we use second hand tapes as this compromises the quality of your footage. Backup copies of tapes are kept indefinitely as they are far more reliable than DVDs and can be reedited in the event that you were to lose your copies many years down the line.

INSURANCE

We are covered by business insurance up to the sum of 2 million pounds should anything unfortunate happen through any fault of Six Filming UK Ltd. Please note that many videographers do not have this insurance. It is important to make sure this is in place as it protects the client and company being used.

The client has the opportunity to purchase insurance to cover themselves against losses not covered by this agreement.

POSTAGE & PACKAGING, LOSS OF ITEMS

Six Filming UK Ltd will send all items via registered special delivery. We cannot be held responsibility for any items going missing whilst in transit from the client or our business premises. We will always do our utmost to pack items safely so that they reach you in perfect condition.

Responsibility rests with the postage company delivering the items at either end and not with Six Filming UK Ltd. We recommend that backup copies are made before posting digital photos, film tapes, music CDs or any other items to protect against loss or damage. If an item is lost or damaged then a blank equivalent will be sent as a replacement.

PROJECT COMPLETION

Under normal circumstances it is expected that the final product will be completed within 6 - 12 weeks of the event date. This may vary due to equipment issues in the editing process, maintenance, heavy bookings or holiday periods. Under such extreme and unlikely circumstances this may be extended to a further 6 weeks at the discretion of Six Filming UK Ltd. Edits pushed beyond this final time frame will be entitled to appropriate delay refunds. However, Six Filming UK Ltd will not be held responsible for delays that are a result of the client failing to submit relevant information, soundtracks, payments or any other component dependent upon the project being completed.

X SIGNED:

DATED:

FILMING PERMISSIONS

It is the client's responsibility to ensure that full permission for filming an event or venue is agreed beforehand. Six Filming UK Ltd cannot be held responsibility for unauthorised filming or for any fees involved in gaining such permission. The client will not be eligible for any refund if such an event occurs.

X SIGNED:

DATED:

Please return completed form and deposit payment to:

SIX FILMING UK LTD

4 Nottingham Walk

Hartlepool

Tees Valley

TS25 1TH

Registered in England No. 5520606

VAT REGN No. GB 874 9662 63

Payments can be made to Santander

Account Name: Six Filming UK Ltd

Sortcode: 09-01-27

Account Number: 76916335

Thank you for your business.