

CAROLINA VIDEO EVENTS



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CONTRACT FOR VIDEO TAPING AND PRODUCTION WORK

ASSIGNMENT: WEDDING VIDEOGRAPHY SERVICES

<u>WEDDING DATE</u>	<u>TIME OF CEREMONY</u>
<u>BRIDE'S NAME</u>	<u>NAME TO BE USED FOR DVD</u>
<u>DAY TIME PHONE</u>	<u>NIGHT TIME PHONE</u>
<u>CELL PHONE</u>	<u>E-MAIL</u>
<u>GROOM'S NAME</u>	<u>NAME TO BE USED FOR DVD</u>
<u>DAY TIME PHONE</u>	<u>NIGHT TIME PHONE</u>
<u>CELL PHONE</u>	<u>E-MAIL</u>
<u>ADDITIONAL CONTACT</u>	
<u>DAY TIME PHONE</u>	<u>NIGHT TIME PHONE</u>
<u>CELL PHONE</u>	<u>E-MAIL</u>
<u>CEREMONY LOCATION</u>	
<u>ADDRESS</u>	
<u>RECEPTION LOCATION</u>	
<u>ADDRESS</u>	
<u>RECEPTION START TIME</u>	<u>RECEPTION END TIME</u>
<u>ADDITIONAL AGREEMENTS/REQUESTS</u>	
<u>WHO IS YOUR PHOTOGRAPHER?</u>	
<u>WHO IS YOUR D.J. OR BAND?</u>	
<u>WHO IS YOUR WEDDING PLANNER/COORDINATOR?</u>	
<u>HOW DID YOU HEAR ABOUT US? We want to thank our referral. If from the web, which site?</u>	

SCOPE AND PURPOSE: This contract supersedes and replaces any previous understanding, agreement or contract, written or verbal, between Carolina Video Productions (hereafter referred to as CVP and comprised of its principal operator William H. Bagwell, Jr.) and the contracting party (hereafter referred to as The Client (named below)). The purpose of this contract is to protect *both* The Client and CVP. The day of the event is no time for misunderstandings and oversights to surface, and this contract seeks to alleviate this possibility.

RESERVATION OF TIME AND DATE: This contract constitutes an order for a wedding DVD or videotape. Upon execution of this contract and receipt of the reservation fee, CVP will reserve the time and date agreed upon, and will make no other reservations for that time for the duration of the contract. ***For this reason, deposits are nonrefundable if the wedding is cancelled by the client for any reason.*** CVP agrees to use no substitutes or sub-contractors in the fulfillment of the contracted services, except in the event of emergencies with the approval of The Client. If the payments are not received at CVP by the dates specified, CVP may cancel the reservation without further notification to The Client (verbal or otherwise). The reservation fee, payment schedule, times, dates, locations, and other important information are specified on the top of this contract.

CHANGES/PAYMENTS/CANCELLATION: CVP will make reasonable effort to work with The Client should changes occur. If the event is rescheduled, and if CVP is available, CVP will shoot the new date at the current rates in effect at the time of the change. If CVP is not available on the new date, or if the event is canceled, CVP is obligated to refund payments made, less the full deposit that was required and paid. Should CVP fail to receive scheduled payments timely, all payments will be forfeited, and CVP will be under no further obligation in any way to The Client. (CVP must be notified in writing of any changes.)

PRODUCTION AND EDITORIAL CONTROL: The Client has had ample opportunity to critically view samples of CVP's video work, and has retained CVP as the exclusive official videographer to cover the event. The Client grants CVP full production and editorial control regarding all aspects of production and postproduction. CVP will take great care to produce a finished product of good quality. However, we will not be responsible for circumstances beyond our control, including but not limited to: power failure, equipment malfunction, and defective tape stock. CVP makes no guarantees either expressed or implied in regard to aesthetic qualities of the completed video production. CVP makes no guarantees concerning any particular effect, interview or special request. In the event that a particular segment of the event is not recorded, partially recorded, or recorded but not included in the Edited Master Videotape, it is at the sole discretion of CVP as the exclusive producer of the event videotape. *CVP will make changes to the Edited Master Videotape requested by The Client at no charge for the first hour of editing time expended. After the first hour, additional editing time will be billed to The Client in hour increments at the current billing rate.*

RESTRICTIONS: The Client is aware that restrictions imposed by others (e.g., photographer, church, reception hall, guests, etc.), and the constraints of the physical environment, safety, weather, and acts of God can affect the quality and extent of video coverage possible. CVP guarantees coverage of all events only within the bounds of any restrictions and constraints of the physical environment, safety, weather and acts of God. CVP cannot guarantee coverage of outside events during inclement weather. The Client must secure adequate shelter from inclement weather and extreme temperatures as required by CVP to operate. ***The Client is responsible for obtaining all permissions and clearances, etc., from the church, synagogue or wedding facility to video tape the ceremony.***

FACILITY PERMISSION: CVP will abide by the rules of the church, synagogue or wedding facility regarding camera placement during the ceremony. Permission of the facility officials is required before cameras are set up.

PRODUCTION MATERIALS: Photographs, wedding invitations and programs, music, special instructions, checklists, and any other materials supplied by The Client required for the completion of the production must be received by CVP at least two weeks before the event date. All materials will be returned to The Client with the delivery of the finished product. Although all possible care will be taken to safeguard these materials, CVP is not responsible for any materials lost or damaged while in possession of CVP or in transit beyond replacement cost.

PROPERTY RIGHTS: The Client warrants that he/she has the legal rights to anything CVP will videotape, including photos, musical recordings, videotapes, or any other materials delivered to CVP for inclusion in The Client's videotape. The Client agrees to indemnify and hold CVP harmless for any loss, damage, or liability for infringement of any rights arising from the use or sale of tapes The Client hires CVP to produce, edit, or duplicate. The Client assumes all responsibility for any form of copyright infringement.

DISPLAY RIGHTS: In signing this contract, The Client is acting as agents for all members of the party and guests and grants CVP all rights for display, airing, exhibition, promotion, newsletter, contests, and advertising use of all videotapes produced under this contract.

PARKING: The Client will provide parking for CVP's vehicle as close to the event as possible. *This includes any parking fees in a parking garage if necessary.*

OVERTIME: When event activities extend beyond the agreed upon length of time of coverage and The Client requests extended coverage, overtime will be billed in half hour increments at **\$50 per hour**, until such time as The Client has departed or informs CVP to discontinue.

DELIVERY OF TAPE OR DISCS: Normal delivery of The Client's DVD or videotape is within *six to eight weeks* of the event. This delivery schedule is only approximate, and, among other factors, is dependent on CVP having received all production materials supplied by The Client for inclusion in the videotape. An extended delivery schedule necessary for proper completion of the event videotape will not void this contract. Usual time of a standard completed and edited wedding video is one and one half (1:30) to two (2) hours in length depending on the length of the wedding ceremony and the reception.

STUDIO LIABILITY AND GUARANTEES: CVP limits any liability for loss, damage, or failure to deliver the event videotape for any reason to return of all payments made.

MEALS AND REFRESHMENTS: The Client will provide to CVP meals and refreshments during the reception at no cost to CVP.

PAYMENT: CVP accepts cash, checks or money orders payable to Carolina Video Productions. There is a \$25 charge for returned checks.

PLEASE COMPLETE THE FOLLOWING:

PACKAGE SELECTED (see web page for details):	FEE:	PAYMENT DUE:
CAROLINA WEDDING:	\$900.00 2-camera ceremony + full reception	\$
CAROLINA ELITE:	\$1,200.00 2-videographers + 2-camera ceremony +2-camera full reception	\$
CAROLINA GRAND:	\$1,500.00 all day coverage beginning with the bride make-up / 2-camera ceremony + reception	
PHOTO MONTAGE:	\$2.00 per photo (100 photo max.)	\$
CEREMONY ONLY:	\$550.00 (just ceremony)	\$
REHEARSAL DINNER:	\$250.00 (for up to 5 hours)	\$
TRAVEL:	Call or E-Mail for details	\$
EXTRA VHS OR DVD TAPES:	\$15.00 for each extra tape or disc	\$
RAW FOOTAGE:	\$50.00 All raw footage, unedited	\$
OTHER:		\$
SUBTOTAL:		\$
SALES TAX (6.5%):	<i>Sales tax is for Package Selection only & must be included in final total</i>	\$
TOTAL:		\$
DEPOSIT PAID:	<i>Minimum 50% of total</i>	\$
AMOUNT DUE:	<i>Due ONE week prior to wedding date</i>	\$

<i>This section for official use only:</i>	<i>Payment:</i>
Date:	
Check number/Cash/M.O.	
Amount:	
Date:	
Check number/Cash/M.O.	
Amount:	

<u>Notes:</u>

Client Signature <i>(person or acting person responsible for payment to Carolina Video Productions for Videography services)</i>	Signature:	Date:
Other Wedding Representative:	Signature:	Date:
Carolina Video Productions:	Signature:	Date:

A final signed copy of this contract will be mailed to you accepting the agreement with verification of payment!
New Address and phone number of bride and groom for contact information for mailing of tapes and DVDs following wedding.