

STEVEN BROOKS
P H O T O G R A P H Y

Wedding Coverage Hours Requested:

Date of Wedding:

Approx. Number of Guests:

Time of Wedding:

Bride's Name:

Groom's Name:

Address:

Address:

Bride's home tel. no:

Groom's home tel. no:

Bride's mobile:

Groom's mobile:

Bride's email:

Groom's email:

Bridal preparation address:

Groom's preparation address: (if applicable)

Ceremony address:

Venue address:

Wedding Coordinator:

Venue telephone number:

Time of wedding breakfast:

Time of evening reception:

Wedding Collection 1 (Image Only) as a minimum secures your day. Album decisions can be taken at a later date. It is important that you notify SBP the number of hours coverage requires.

The non-returnable Wedding Booking Fee is: £350.00

Preferred method of payment by bank transfer my account details are: HSBC, Ashford: Account Name - Steven Brooks Photographer Sort: 40-08-32 Account: 91839098
SWIFT : MIDLGB22 IBAN: GB50MIDL40083291839098

Wedding balances become due 30 days prior to your wedding

BOOKING FEE: A non-returnable deposit of £350.00 secures the date of the wedding for the photographic coverage together with a completed wedding booking form, obtained from Steven Brooks Photography.

BALANCE PAYMENT: The balance payment is to be made not later than 30 days prior to the Wedding Ceremony. Payment for additional album/Image only photographs, prints & frames etc is made after the wedding at the time of ordering. Please make cheques payable to Steven Brooks Photography. An unconditional refund policy exists for a period of 14 days from receipt of this contract and payment.

ADDITIONAL ALBUM PRINTS: Further prints in your album are priced at £20.00 per image or £75.00 per page (2 sides) with an average number of 8 images.

ADDITIONAL HOURS: Additional hours over and above the agreed coverage to be charged at £100.00 per 2 hour segment.

IMAGE STORAGE: Images will be stored for a 6 month period only after your wedding. We strongly advise that you immediately upon receipt of your USB that you make back-up copies and even give one to a family member for safe keeping.

IMAGE PRINTING: It is strongly recommend that if you choose to print any image that you use a professional photographic printing company and NOT a "High Street" printing option. In most cases these printers are not of a professional standard and are for general use only. We cannot be held responsible for their print quality.

CREATIVE LICENCE: Steven Brooks Photographer shall be granted creative and artistic license in relation to the choice of locations and poses used. Our judgment on photographic style and the number of photographs taken, shall be deemed correct. Due to changes of the weather and the availability and willingness of subjects. Steven Brooks Photographer will do their best to honour requested photographs but do not undertake to guarantee any specific picture nor incorporate any specific background, location or group arrangement.

MEALS: It is important that you arrange with the venue/caters for some light refreshments (sandwiches) and soft drinks to be served at the beginning of your wedding breakfast, whilst you are having your first course. This ensures I am ready and available for the speeches etc., in good time.

IMAGE USE: We reserve the right to use or display any images created as part of this Agreement in our studio SBP, as part of our portfolio, at exhibitions, or for marketing purposes. This includes Social Media and SBP site blog posts.

ENGAGEMENT SHOOTS: Charged at £325.00 for a 2 hour session with all edited images provided on a USB. Engagement Shoots are in the main wedding season shot during week days where possible and take place in Norfolk/Suffolk or via a pre-arranged location at additional cost of £0.40 per mile.

ALBUM IMAGE SELECTION: Images can viewed and selected from their password protected gallery accessed via the www.stevenbrooksphotography.co.uk website normally within 4 weeks to 6 weeks of the customers wedding. This is done via selecting your "favorites". Alternatively the album selection can be made through the images on the provided high resolution USB stick.

ALBUM VIEWING AND SELECTION: Your image selection and final album cover and matt selection, including any upgrade must be made within one year of your wedding date. If this is not possible within the year an additional charge of 10% on the overall total of your wedding collection choice will be added and paid before the album design is submitted for production.

ALBUM DESIGN : In order to create a bespoke design to best tell your wedding story it may be necessary to crop and resize certain images in order to facilitate a pleasing design. As a guide your album is designed to carry 3 to 4 images per side with 4 full bleed signature images where possible with the Queensberry Flushmount and Duo styling.

ALBUM PROOFS: After the viewing and selecting your images they will go through the final edit and a custom designed album will be created for you. A first proof pdf file will be sent to you and you can make as many changes to this proof as you wish with no charge. Any changes made will be completed and a second proof created and sent to the customer for approval. Any further changes will be charged at £25 per page thereafter.

ALBUMS & IMAGE ONLY: Once your album images have been selected and proofs agreed the album delivery time is normally about 12 weeks. Image Only options, final image editing normally takes 4 to 6 weeks for image editing completion and delivery.

ALBUMS – you will be notified once the album has arrived completed and final checks for quality has been made. Albums will be ready for collection at the address on the footer of each page or special delivery can be made to an appointed address at cost, normally in the region of up to £50.00 for 24/48 hour insured delivery and signed for delivery.

COPYRIGHT: The 1998 Copyright, Designs, and Patents Act assigns copyright to Steven Brooks Photographer. You may not copy the photographs taken under this contract, or allow copies to be made photographically, electronically, or by any other means. Unless otherwise granted by Steven Brooks Photography under license as is the case in Image Only options. Images can be used for personal use for friends and family but not for commercial purposes!

IMAGES: All images produced will provide a pleasing colour balance but Steven Brooks Photography cannot guarantee exact colour matching caused by a combination of certain dyes and materials especially manmade fibers. It is sometimes impossible to record on film and with digital capture the exact colour as seen by the human eye. Retouching, digital manipulation and artist finishing is available to the client as an optional extra and is costed on an individual basis depending on the amount of work required. Minor retouching, spots, blemishes etc will be removed on request but applies only to album images only. Image only packages are edited so as to be print ready and supplied as high quality resolution only without any major digital manipulation and artist finishing.

EXCLUSIVITY: Steven Brooks Photography shall be the sole professional (still) photographer at the venues specified. We do however positively encourage family, friends, and other guests to take photographs throughout the day.

FORCE MAJEURE: In the unlikely event of total photographic failure, injury or sickness beyond Steven Brooks Photography control, their liability shall be limited to a full refund of all monies paid. Your statutory rights are not affected. Steven Brooks Photography has full Public Liability, and Professional Indemnity Insurance.

BACK UP PHOTOGRAPHER: In the unlikely event that Steven Brooks Photography is unable to cover the wedding in the event of sickness or accident there is a network of professional photographers that can be drawn upon to work on my behalf should this be necessary.

CANCELLATION: If Steven Brooks Photographer has to cancel this contract for reasons beyond their control, (death, injury, sickness etc.), their liability shall be limited to a full refund of all monies paid. After a period of 14 days from the date of signing the contract, as compensation for loss of income for Steven Brooks Photographer the following charges apply as a percentage of the total fee due. (Number of days before the wedding) 60 days or less - 100%, 61-90 days - 75%, 91-120 days - 50%. Should the cancelled wedding turn out to be a postponement, then, subject to availability, all money paid may be applied to the new wedding. In this case, the total fees chargeable shall be the fee which applies at that time. In the event of Steven Brooks Photography taking another wedding booking for your cancelled or postponed date a full unconditional refund of your deposit and monies paid shall be made.

COMPLAINTS PROCEDURE: Please address any complaints to Steven Brooks Photography either by e-mail or telephone 01263 711 423 - 09.00hrs - 17.00hrs Monday - Friday Standard UK call rates apply. I would endeavor to respond to any complaint within 48 hours.

PRIVACY: Steven Brooks Photography will store your name and wedding details on a private internal database. These details will not be made available to companies or individuals outside of Steven Brooks Photography

Our GDPR clause in our contract is:

Consent:

From time to time, Steven Brooks Photography may like to use your photographs to promote our services. Please select yes/no below to let us know in which ways you are happy for us to use your photographs.

I/we consent to the following use of any eShoot + wedding photographs:

On the website of Steven Brooks Photography **Yes/No**

On the Social media (Facebook/Instagram/Twitter) **Yes/No**

In print for promotion material e.g. brochures **Yes/No**

Suppliers often ask if they can use a selection of photographs from the weddings on which we work with them to showcase their work. Please select yes/no to let us know.

I/we consent for suppliers at any eShoot + wedding/event to use our photographs Yes/No

I have read and fully understand the schedule and terms of agreement of this Agreement. (details shown prior) and realise that this Agreement becomes effective immediately.

I agree that cancellation rates will apply in case of any cancellation by me.

Signature: (typed acceptable)

Alternatively please email studio@stevenbrooksphotography.co.uk with T&C acceptance