Alice Morgan
PHOTOGRAPHY

Booking Form

Alice Morgan Photography
www.alicemorganphotography.com
The Willows, Chapel Close | Clifton, Banbury | OX15 0PT
07813604462
alicemorganphotography@gmail.com

Alice Morgan
PHOTOGRAPHY

Date of Wedding: .....

Time of Ceremony: .....

Ceremony Place: .....

Address: .....

.....

.....

.....

BRIDE'S DETAILS

Name: .....

Telephone: .....

Email: .....

Address: .....

.....

.....

.....

GROOM'S DETAILS

Name: .....

Telephone: .....

BEST MAN'S DETAILS:

Name: .....

Telephone: .....

MINISTER'S DETAILS/REGISTER:

Name: .....

Telephone: .....

Number of Bridesmaids: .....

Number of Grooms Men: .....

Number of Guests: .....

Reception Place: .....

Address: .....

.....

.....

.....

Bridal Preparations: YES ☐ NO ☐

Address: .....

.....

.....

Groom Preparations/meal: YES ☐ NO ☐

.....

.....

.....

Attendance desired up until couple leave evening reception for an extra £150.00

YES ☐ NO ☐

£100 per hour past 12 midnight.

Expected Time of Departure of Couple:

.....

Engagement Shoot £350

YES ☐

Suggestion of date or time of year
Suggestion Location

.....

2nd Photographer:

YES ☐ NO ☐

1/2 day 5 hours £500 ☐ Full day £650 ☐

I would like **additional USB's** at the cost of £25 per USB sent to:

.....

.....

.....

.....

Alice Morgan
PHOTOGRAPHY

Important Information:

Alice's Copy

It is mutually agreed that the following terms of agreement form an integral part of this contract and that no variation or modification of this contract shall be effective unless accepted by both Alice Morgan Photography and the client, in writing.

Booking Fee:

A booking fee of £500 is required at the time of booking, together with a signed contract. The booking fee will be deducted from your final invoice and is non refundable. Dates are reserved only when this deposit is paid by cash, cheque, or bank transfer. Please make cheques payable to Alice Morgan Photography.

Balance Payment:

The balance is to be made no later than 10 days prior to the wedding date. Payment for albums is made after the wedding at the time of ordering.

Creative Licence:

Alice Morgan Photography shall be granted creative and artistic license in relation to the choice of locations and poses used. Alice's 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, Alice will do her best to honour requested photographs but does not undertake to guarantee any specific picture nor incorporate any specific background, location or group arrangement, but will always try her best. Alice Morgan Photography shall also be granted creative license over the album design.

Viewing:

A selection of images will be available for the client and guest to see via the website www.alicemorganphotography.com between 3-4 weeks after the date of the wedding. During the peak wedding season this may be longer, but Alice will keep you updated on any delays. All edited images will be ready to view 5 weeks after the wedding date. The couple have unlimited time after the wedding date to place their album order.

Your wedding will be available to be viewed on the Client Gallery for up to 1 year.

Alice will keep a copy of the images provided on the USB, and replacement USB can be provided at a cost of £25.00

Copyright:

The 1998 Copyright, Designs, and Patents Act assigns copyright to Alice Morgan Photography. No personal financial gain can be made from the photographs, and Alice Morgan Photography should be given full recognition if any photographs are published or posted on any social network sites.

Alice has full permission to show prospective clients previous wedding portfolios, and to use images in promotional material.

Exclusivity:

Alice Morgan will be the sole professional (still) photographer at the venues specified. I 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 Alice's control, her liability shall be limited to a full refund of all monies paid. Your statutory rights are not affected. Alice Morgan has full Public Liability, and Professional Indemnity Insurance.

Cancellation:

If Alice has to cancel this contract for reasons beyond her control, (death, injury, sickness etc.), her liability shall be limited to a full refund of all monies paid. Every effort will be made to find an alternative, qualified photographer. Should the client

cancel, as compensation for loss of income for Alice, the following charges apply as a percentage of the total fee due. (Number of days before the wedding) 90 days or less -100% 90-120 days - 75%. 120-150 days - 50%.

Should the cancelled wedding turn out to be a postponement, then, subject to Alice's availability, all money paid may be applied to the new wedding, or a like for like booking. In this case, the total fees chargeable shall be the fee which applies at that time. If you postpone more than once the deposit has to be paid again, unless postponement is forced due to government guidelines. If Alice can not manage your first new date then your deposit is paid back to you. If Alice can not manage your 2nd date of postponement Alice keeps the deposit as loss of earnings due to multiple postponements.

Privacy:

Privacy: Alice 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 Alice Morgan Photography.

I have read and fully understand the schedule and terms of agreement of this contract and realise that this contract becomes effective immediately. I agree that cancellation rates will apply in case of cancellation by me.

I enclose a Booking fee of **£500** The booking fee will be deducted from your final invoice and is non-refundable.
I agree to the sum of **£2,750.**

- Full day wedding photography
- Online password protected gallery
- USB of High Resolution wedding images to be printed and shared
- Slide show of highlights.
- A selection of 10 prints chosen by photographer
- Pre wedding consultation in person or Zoom dependent on availability by both parties
- Travel expenses up to 100 miles

☐ I would like to add an Engagement shoot to the package for **£350**
(*£400* if shoot location is in London)

Signed .....

Date: .....

To be signed by Alice Morgan Photography:

Signed .....

Date: .....

N.B. I have enclosed a copy for your records. Please sign and return the original to the address on the front page.

Thank you.

Bank details for the £500 deposit:

Alice Morgan Photography
Barclays
A/C: 53891356
Sort Code: 20-03-84

Alice Morgan
PHOTOGRAPHY

Important Information:

Client's Copy

It is mutually agreed that the following terms of agreement form an integral part of this contract and that no variation or modification of this contract shall be effective unless accepted by both Alice Morgan Photography and the client, in writing.

Booking Fee:

A booking fee of £500 is required at the time of booking, together with a signed contract. The booking fee will be deducted from your final invoice and is non refundable. Dates are reserved only when this deposit is paid by cash, cheque, or bank transfer. Please make cheques payable to Alice Morgan Photography.

Balance Payment:

The balance is to be made no later than 10 days prior to the wedding date. Payment for albums is made after the wedding at the time of ordering.

Creative Licence:

Alice Morgan Photography shall be granted creative and artistic license in relation to the choice of locations and poses used. Alice's 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, Alice will do her best to honour requested photographs but does not undertake to guarantee any specific picture nor incorporate any specific background, location or group arrangement, but will always try her best. Alice Morgan Photography shall also be granted creative license over the album design.

Viewing:

A selection of images will be available for the client and guest to see via the website www.alicemorganphotography.com between 3-4 weeks after the date of the wedding. During the peak wedding season this may be longer, but Alice will keep you updated on any delays. All edited images will be ready to view 5 weeks after the wedding date. The couple have unlimited time after the wedding date to place their album order.

Your wedding will be available to be viewed on the Client Gallery for up to 1 year.

Alice will keep a copy of the images provided on the USB, and replacement USB can be provided at a cost of £25.00

Copyright:

The 1998 Copyright, Designs, and Patents Act assigns copyright to Alice Morgan Photography. No personal financial gain can be made from the photographs, and Alice Morgan Photography should be given full recognition if any photographs are published or posted on any social network sites.

Alice has full permission to show prospective clients previous wedding portfolios, and to use images in promotional material.

Exclusivity:

Alice Morgan will be the sole professional (still) photographer at the venues specified. I 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 Alice's control, her liability shall be limited to a full refund of all monies paid. Your statutory rights are not affected. Alice Morgan has full Public Liability, and Professional Indemnity Insurance.

Cancellation:

If Alice has to cancel this contract for reasons beyond her control, (death, injury, sickness etc.), her liability shall be limited to a full refund of all monies paid. Every effort will be made to find an alternative, qualified photographer. Should the client

cancel, as compensation for loss of income for Alice, the following charges apply as a percentage of the total fee due. (Number of days before the wedding) 90 days or less -100% 90-120 days - 75%. 120-150 days - 50%.

Should the cancelled wedding turn out to be a postponement, then, subject to Alice's availability, all money paid may be applied to the new wedding, or a like for like booking. In this case, the total fees chargeable shall be the fee which applies at that time. If you postpone more than once the deposit has to be paid again, unless postponement is forced due to government guidelines. If Alice can not manage your first new date then your deposit is paid back to you. If Alice can not manage your 2nd date of postponement Alice keeps the deposit as loss of earnings due to multiple postponements.

Privacy:

Privacy: Alice 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 Alice Morgan Photography.

I have read and fully understand the schedule and terms of agreement of this contract and realise that this contract becomes effective immediately. I agree that cancellation rates will apply in case of cancellation by me.

I enclose a Booking fee of **£500** The booking fee will be deducted from your final invoice and is non-refundable.
I agree to the sum of **£2,750.**

- Full day wedding photography
- Online password protected gallery
- USB of High Resolution wedding images to be printed and shared
- Slide show of highlights.
- A selection of 10 prints chosen by photographer
- Pre wedding consultation in person or Zoom dependent on availability by both parties
- Travel expenses up to 100 miles

☐ I would like to add an Engagement shoot to the package for **£350**
(£400 if shoot location is in London)

Signed .....

Date: .....

To be signed by Alice Morgan Photography:

Signed .....

Date: .....

N.B. I have enclosed a copy for your records. Please sign and return the original to the address on the front page.

Thank you.

Bank details for the £500 deposit:

Alice Morgan Photography
Barclays
A/C: 53891356
Sort Code: 20-03-84