

Lucas Smith Wedding Films

Booking Form

Dear Client,

Please fill out the following fields and then review the contractual agreement within this form. Once reviewed, click the I ACKNOWLEDGE & AGREE checkbox and then click the submit eForm button. This form will then be attached to a new email using your default email application. Click send. Confirmation of booking will be made once deposit has been made.

Thank you once again for reserving your wedding date with Lucas Smith Wedding Films.

Regards,



Part A - Responsible Parties (Please Verify Correct Spelling)

Groom's Full Name _____ Groom's Cell _____

Groom's Address _____ Groom's Home _____

Groom's Email _____

Bride's Full Name _____ Bride's Cell _____

Bride's Address _____ Bride's Home _____

Bride's Email _____

Part B - Wedding Day Details (Please Verify Correct Spelling)

Wedding Date _____

Groom's Preparation Address

Bride's Preparation Address

Ceremony

Venue _____ Time _____

Address _____

Reception

Venue _____ Time _____

Address _____

Part C - Delivery Details

Song Choice for Music Video _____

Address to Send Finished DVD

Part D - Special Requests

Special Requests

Please list below any special requests you may have i.e. filming of a sentimental ring, special guests.

Part E - Referrals

Who referred you to LSWF? _____

Lucas Smith Wedding Films

Wedding Legalities & Agreement Contract

The following legalities and agreement contract effective is by and between Lucas Smith Wedding Films and the responsible party (specified in part A) for professional videography and digital editing services acquired for the specified wedding event (specified on details sheet).

Agreement This agreement is between Lucas Smith Wedding Films and the "Responsible Party" (Client) as designated on the details sheet. Lucas Smith Wedding Films agrees to provide videography services at the places, dates, and times specified in the "Wedding Day Details" of this document. If, for any reason that obligation cannot be met, Lucas Smith Wedding Films will endeavor to rectify the problem or in extreme circumstances, organize a suitable substitute. The nonrefundable deposit secures the dates and times for videography services. Although the deposit is not refundable, if the wedding is cancelled, it will remain as a 2-year studio credit toward a wedding video. Two or three cameras may be used during the ceremony and reception to capture multiple angles of the same instance. This requires two or three camera men to operate both cameras simultaneously. Each camera man will require a seat at the reception and will leave the reception venue as soon the specified amount of reception filming time runs out depending upon which wedding film package you purchase. Seating is normally organized with the band table. By signing below, both parties agree to the terms and conditions contained in this document. Payment plan described within this document must be adhered to to receive finished product. Failure to pay outstanding balances may result in legal action towards the responsible parties specified in Part A of this contract.

Wedding Videography The Videographer will do his best to capture the day in a manner that is pleasing to the clients. Lucas Smith Wedding Films is not responsible for capturing video shots that are not requested. The Videographers are experienced and will, by default, seek to capture traditional and candid video shots (as well as time and circumstances allow). If the Responsible Party has certain angles, shots, or montages they wish captured, then they are required to inform the Videographer of those shots prior to the wedding day. Lighting is subject to venues and Lucas Smith Wedding Films will not be held responsible for poor lighting at receptions and/or ceremony venues.

Reception filming includes the important events that occur at the reception, such as the entrance of the wedding party, first dance, father/daughter dance, mother/son dance, the cutting of the cake, the garter toss, the flower toss, etc. 2 hours of reception filming only covers the important events that occur during that two hour period and nothing else unless specified in this document under PART D - Special Requests, and Lucas Smith Wedding films is under no obligation to film specific shots unless they are requested beforehand in this document. A fee of \$60 per hour will be billed for any changes that the client requests after the client's DVD's have been authored.

Video Rights and Format Lucas Smith Wedding Films maintains the right to use the video captured under this contract for advertising and portfolio use. This includes all commercial rights and use of the video including, but not limited to, distribution of the video on Lucas Smith Wedding Films' website as a portfolio piece. The video will be given as a DVD-R that is compatible with most contemporary DVD players. Lucas Smith Wedding Films will not be held responsible if your DVD player is not compatible with the common standard we use.

Receiving Finished Product The client will receive their video within three months (usually sooner) of the wedding date. It is compulsory that sufficient time and effort is applied to the raw footage to achieve the level of professionalism Lucas Smith Wedding Films offers. A copy of the final project will be stored on site and usually will be available if additional copies are needed. However, we do not guarantee that your video will always be available. The Client is responsible to purchase as many DVDs as they require at the same time they order their original video.

Re-Edits If for any reason the client strongly requests a re-edit of any section of the DVD(s), it will be considered by Lucas Smith Wedding Films only if negligence or any accidental mistakes arises where Lucas Smith Wedding Films is solely at fault. If this uncommon situation occurs, the re-edits will be completed free of charge. Any other re-edits will be billed at a rate of \$60/hour for time involved.

Limited Liability The videographer's liability is limited to fulfilling this agreement or to return all deposits made by the Client. Lucas Smith Wedding Films will take the utmost care to produce a professional and enjoyable wedding DVD. However, Lucas Smith Wedding Films will not be held responsible for circumstances beyond their control including, but not limited to, power failure, equipment malfunction, defective tape stock or cliental responsible parties' misuse of equipment. If filming is prevented due to such occurrences, all monies paid will be refunded (deposit excluded) and a final product, if available, will be significantly discounted. Other rare but unfortunate circumstances that may occur where Lucas Smith Wedding Films will not be held responsible to fulfill this contract include:

- Lateness due to unforeseen traffic conditions / involvement in road accident
- Theft or destruction of equipment/tapes
- Equipment malfunction including backup equipment malfunction
- Wedding guests impairing or hindering the wedding day shoot
- Lucas Smith Wedding Films employee illness/injury

Guests Liability on Equipment Videography equipment is very expensive and will be monitored at all times of the wedding day. However, in the event of equipment damage due to children or drunken disorderly guests, repair costs will be forwarded to the responsible parties when insurance coverage is not applicable.

Weather Conditions Lucas Smith Wedding Films will not be held responsible for quality of footage when weather conditions do not permit equipment to be utilized to its full potential, i.e. rain, downpour, thunderstorms, extreme heat. However the videographers will endeavor to maintain quality of footage whilst making sure equipment is not damaged as a result.

Being on Time Both the Videographer and Client are expected to be on time and ready for video shooting according to the times stated above. If the client or anyone from their party is late, the time the Videographer spends waiting will still be counted towards the time agreed upon in this contract. If the Videographer is late, the time the client spends waiting for the Videographer is NOT counted toward the time agreed to in this contract, and the Videographer is obligated to fulfill the full amount of time agreed to in this document.

Sole Videographer The client will actively work to help the videographer provide professional footage by ensuring that amateur photographers and videographers do not hinder or pose as an obstacle whilst shooting. If important shots are impaired by guests (i.e. Bridal ceremonial entry) Lucas Smith Wedding Films will not be held responsible. Please note, however, that Lucas Smith Wedding Films will endeavor to politely request that guests re-allocate if impairing the cameras line of view.

By clicking the I Acknowledge & Agree check box, you are acknowledging and accepting the legalities and agreements listed in the above contract between Lucas Smith Wedding Films and the responsible party listed under Part A.

I Acknowledge & Agree

Signature of Client _____

If clicking the submit button above has no effect, please manually save and email this form to:

LucasSmithWeddingFilms@gmail.com

Deposit and Full Payment Options

½ deposit due on day of booking, ½ plus travel expenses (see below) one week prior to your event. All credit card payments processed with PayPal through website. There is a \$40 charge on all returned checks. Deposit is NOT refundable.

Travel Info

Travel costs apply when 50 miles or more outside of Knoxville, TN. Travel is billed at \$0.40 per mile round trip (less 50 miles each way) from 37914 to the zip code of the ceremony venue. Google Maps will be used to determine this distance. If travel exceeds 50 miles, client must provide a hotel room. Will travel anywhere in continental United States. Travel costs will be calculated on receipt of this form and you will be notified of exact travel charges via email.

Payment Methods

1. Cash or Check Payment to Lucas Smith, Date will be reserved when check clears. \$50 fee for all returned checks.
 2. Credit Card Payment through the paypal link on www.lucassmithweddingfilms.com
- Receipts will be issued for both deposits and full payments.

Office Use Only

Package purchased: _____	Package Cost: _____
Venue Zipcode: _____	Travel Cost: _____
Google Maps Distance: _____	Total Cost: _____

Deposit Payment

Deposit Amount: _____
Booking Date: _____
Payment Type: Credit Cash Check
Balance Due Date: _____

Balance Payment

Balance Paid: _____
Payment Date: _____
Payment Type: Credit Cash Check