



## Photobooth Booking Form

Studio 37 Photography Ltd  
36 Market Street  
Chorley  
Lancashire  
PR7 2SE  
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M: 07447501945  
Company Registration Number 12021601  
MD & Photographer James Slater

### Contact Details:

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Postal Address: \_\_\_\_\_

(Note: The USB containing all the images will be given to you at the end of your hire)

### Event Details:

Date \_\_\_\_\_ Event type: \_\_\_\_\_

### Hiring Period:

☐ 2 hours ☐ 3 hours

☐ 4 hours

☐ Please specify start and finish time: \_\_\_\_\_

### Venue Details:

Venue Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact number: \_\_\_\_\_

Please provide me with any other information that may be useful for me attending on the day of your event  
(Stairs, Booth set up area, Parking, Expected number of guests, etc.)



## **Terms and Conditions**

### **PAYMENTS AND DEPOSITS**

A 20% deposit or payment in full is necessary to secure the event time and date. Your booking date cannot be confirmed until either a deposit or full payment is made.

This can be made by the website photobooth payment page once payment has cleared a confirmation e-mail/text will be sent to you with an invoice attached.

The outstanding amount must be paid 7 days before your booking date of hire. A travel charge may be applied for bookings outside of my area at a rate of 0.45p per mile return travel.

### **CANCELLATION**

If the hirer cancels within 30 days of booking, the deposit/full payment will be returned in full. If the hirer cancels within 48 hours of booking, the deposit/full payments and all other monies paid are non-refundable.

Prior notice is required of changes to the time and date of the booking. Studio 37 Photography Ltd cannot be held responsible for unforeseen delays at the venue to do setup and lack of venue space provided.

### **PRIVACY AND USE OF IMAGES**

You acknowledge that Studio 37 Photography Ltd owns copyright to all photos taken in the booth.

When hiring from Studio 37 Photography Ltd the hirer gives permission for images to be used on Studio 37 Photography website and Facebook page for advertising, and you must ensure that all your employees, guests, invitees similarly give such permission.

Studio 37 Photography Ltd will not use images which are deemed unsuitable and will not use any content that may be personally damaging to any person.

Studio 37 Photography Ltd respects the privacy of others and if a guest or the hirer would like certain images removed from the website, Studio 37 Photography Ltd will respectfully remove it upon the hirer or guest request.



## **HIRING, DELIVERY AND SERVICE**

Time taken to deliver, set up and remove the photo booth will be outside the rental period there is no extra charge for this.

I will remain on site to help guests using the Photo Booth, offer technical support and maintenance until the end of the scheduled hours.

At all times care will be taken by Studio 37 Photography Ltd to ensure delivery of high-quality photo prints, however, should equipment failure or damage caused by personal injury or guests occur, liability is limited to monies paid.

Studio 37 Photography Ltd shall not be held responsible for any circumstances that may prevent from attending your event; these may include but are not limited to severe weather conditions, traffic delays, breakdown of vehicle, sickness or equipment failure or venue room set up delay. In the case that I cannot attend or fulfil your hire due to events beyond my control I will contact you or the venue as soon as possible. In these instances, my liability will be limited to refunding you your booking fee.

Studio 37 Photography Ltd cannot be held responsible for circumstances beyond our control such power outages these instances hirer will not be entitled to refund.

## **DAMAGE AND LOSS**

You agree to be liable for any damages and losses caused by yourself or your guests attending the event. This refers to all equipment relating to the functionality of the photobooth and display items.

Any losses and costs from fixing damaged items will be at your expense.

Studio 37 Photography Ltd may stop the usage of the photo booth at any time during the event if the photo booth is being misused in a way that is dangerous to any persons or potentially damaging to the product.

## **CHILDREN**

If there is children at the event then under 12s need to be supervised by an adult when using the photobooth. If not they will be asked to leave the photobooth.

By signing below, you have read and agreed with terms and conditions above.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_