



BOOKING FORM

Day and Date of Wedding.....

Time of Wedding.....

Location of Wedding.....

Location of Reception.....

Location contact name and phone number.....

Approx No. of Guests.....

Type of Ceremony
C of E RC Civil Other

Brides Name.....

Address.....

..... Post Code.....

Home Phone Number..... Mobile.....

E-mail.....

Grooms Name.....

Address (if different).....

..... Post Code.....

Home Phone Number..... Mobile.....

E-mail.....

Production Options (please tick box) (see next page to give more details)
Option 1 Option 2 Extras

Amount of Deposit Paid (to be returned with booking form) £.....

Balance Due (approx 2 weeks before wedding date) £.....

Please make cheque payable to - TVA Productions

Signed.....Date.....



Best Man.....

Chief Bridesmaid.....

Bridesmaids.....

Ushers.....

Brides Parents.....

Grooms Parents.....

Special Notes.....

Option 1: One Camera (please tick box)

Home Visit (The Bride at Home) Wedding Service (Church/Civil) Daytime Reception
Evening Reception

Option 2: Two Cameras

Home Visit (The Bride and Groom at Home) Wedding Service (Church/Civil) Daytime Reception
Evening Reception

Extras

Photograph Sequence Edited Highlights Romantic Montage
Extra DVDs in luxury prestige case Extra DVDs in personalised case



Terms and Conditions

1.1 Bookings are accepted on these terms and conditions only. No condition can be added, omitted or altered unless we have agreed it in writing with you.

1.2 When you sign the booking form, you will be deemed to have read and accepted these terms and conditions

2.3 On the rare occasion when a payment is required for permission to film in either a church or civil venue, this payment is your responsibility. Failure to obtain consent may mean we are unable to film the event or release any tapes or disks until consent (which is required for copyright reasons) is obtained.

2.4 Whilst every care is ensured when capturing your wedding day, TVA Productions cannot accept any responsibility for unforeseen circumstances causing your wedding video not to be captured. In these 'Extreme' cases, TVA Productions recommend clients are suitably insured prior to your special event. Any such cases where this is the fault of TVA Productions, a full refund of monies paid will be issued.

2.5 DVD – Due to compatibility problems relating to DVD transfer, TVA Productions cannot be held responsible for DVD Authored disks that do not play on your home DVD Player. Generally this is only a problem with DVD players that are over two years old.

2.6 Master tapes and copyright of all recorded media remains in the ownership of TVA Productions. Neither you nor any one on your behalf are allowed to make any copies of any tapes, disks or other recorded media unless we have agreed in writing that you may do so. Please note that the copying of tapes or DVD's without our consent is a breach of copyright for which you may be liable in damages. Master tapes and master DVD's are kept for a minimum of 12 months.

2.7 We confirm that we will comply with the provisions of the Data Protection Act 1998 as it relates to your personal data. Please note that we shall be entitled to assume unless you inform us otherwise prior to the event that all persons attending the event have consented to being recorded on the video tape.

2.8 We aim to deliver your Wedding DVD in 3 to 4 weeks, but during busy periods it can take up to 3 months. Unfortunately no refunds can be given for this reason.

2.9 If you ask us to provide any extra services after you have signed the booking form these may be subject to additional payments which we will agree with you. Those extra services will, if accepted by us, be carried out on the basis of these terms and conditions.

2.10 Although we make every reasonable effort to ensure that all the equipment we use for your event is in sound working order, if a problem with the equipment should arise our liability to you is limited to making a refund of the sums that you have paid us in respect of the booking. We will be entitled to deduct any out of pocket expenses that we have reasonably incurred or paid to a third party. In the event of a part of the event being recorded we will in that case return a fair proportion of the price.

Payment Terms

3.1 Once a booking has been accepted you must immediately pay the agreed deposit. Until we have received the deposit (and if by cheque, that cheque has cleared) we are under no obligation to carry out any of our obligations under these terms and conditions

3.2 A booking fee of £200.00 (Non returnable) for option 1 or £300 (Non returnable) for option 2 are payable.

3.3 The full outstanding balance is payable 2 weeks before the date when the event is to take place. Failure to pay will mean we are no longer under any responsibility to fulfil our obligations stated under these terms and conditions.

3.4 The full outstanding balance will become payable if you cancel for any reason within 4 weeks of the event date.