



butterfly films

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CONTRACT & CHECKLIST

This is a legally binding contract between Butterfly Wedding Films,
15 Parkgrove Crescent, Edinburgh, EH4 7RW and:

| | |
|--|--|
| Bride | |
| Bride's Phone Number | |
| Bride's Email | |
| Groom | |
| Groom's Phone Number | |
| Groom's Email | |
| Address (where any Films will be sent) | |
| Wedding Venue | |
| Wedding Date | |
| Ceremony Time | |
| Reception Venue | |
| Speech giving time | |
| Signature | |

Hereafter referred to as 'the client'. Butterfly Wedding Films has been contracted to perform the wedding video service selected below (please highlight):

| Gold | Platinum | Diamond |
|-------|----------|---------|
| £1300 | £2000 | £2400 |
| | | |

The first proof film will aim to be presented within sixteen weeks of the wedding filming date and following your approval after one set of changes shall be sent to your current address within 21 days unless otherwise agreed.

N.B. Some venues do not allow video equipment on the premises. It is the client's responsibility to secure access to the venues and cooperation from the celebrant including permission to attach a radio microphone.

Butterfly Wedding Films will not be responsible for coverage lost due to access restrictions or items not included in the final checklist. A £200 deposit is payable upon signing this contract, with the balance outstanding being due 2 weeks before the wedding date. Please make all payment to **Butterfly Wedding Films** at the details overleaf and **PLEASE add as a reference your name and the date of the wedding. I.e. Joe Bloggs Wedding 20/06/17** (it helps to keep things organised for us)

Bank transfers to The Co-Operative Bank

Terms & Conditions (Please read this section carefully)

A non-refundable deposit of £200 is payable upon signing this contract. The outstanding balance is due two weeks previous to the wedding date and is non-refundable. All or part of this video may be used by Butterfly Wedding Films for promotional purposes unless requested before the wedding.

In the event that more than one client wishes to book wedding services on the same day, preference will go to the first client to pay the deposit. Rescheduled weddings will only be accommodated if the new date does not conflict with another booked wedding. *Butterfly Wedding Films* will be the exclusive professional videographer. Friends and family are permitted to operate video cameras on the condition that they do not interfere with the professional coverage.

Butterfly Wedding Films will not be held liable for any production problems beyond our control, e.g. bad weather, equipment problems, poor acoustics/lighting, accidents, interference from celebrants or guests, etc. Creative aspects such as shooting and editing style are at the discretion of *Butterfly Wedding Films* with input from clients requested before the event. We reserve the right to terminate this contract at any time for any reasonable cause, e.g. accident or ill health. In this situation we will endeavour to find a suitable replacement with all monies paid will be refunded in full.

The client must provide a final music selection before the wedding date. Failure to do so after 8 weeks of the wedding day will result in music being selected on the bride and Groom's behalf, and the couple will lose the right to request further changes. Upon taking possession of the 'wedding films proof', the client must inform **Butterfly Wedding Films** of any technical or other problems with the video within 21 days. Following the period any re-editing requests can no longer be guaranteed and will be charged at a rate of £60 per hour.

Filming post 9.00pm Sadly, not every wedding runs to schedule a typical wedding day would see us arrive at 9.00am and depart at 6.00pm. Should you wish for a camera operator to film beyond the first six dances (or after 9.00pm) we charge a rate of £75/hr per operator.

Travel Mileage is charged at £0.90 per mile after the first 50 miles from our Edinburgh base which is inclusive of the return journey and may be charged after the wedding package cost. Where there is a considerable distance to travel accommodation and subsistence may also be charged.

Crew meals For weddings where we are working beyond the wedding breakfast **the camera operator(s) must be provided with hot food at the venue or alternatively a £20.00 fee per head will be charged to cover any meal expenses.** This is because crew need a break to keep fresh and in many instances are working between 10 and 12 hours on the day and are unable to leave the venue. The meal break will only be taken whilst the wedding dinner is under way when we are not typically required.

Copyright will be owned by Ryan Blackwood of *Butterfly Wedding Films*. This affects legally duplicate reproduction. **All prices Include VAT.**

VIDEOGRAPHER CHECKLIST

Being well informed about your day is crucial for us. Providing us with some information about what is important to you will help us make suggestions about how we can approach your wedding and produce the most special film possible.

| | |
|--|--|
| IMPORTANT DETAILS | |
| The bride will be getting ready at? | |
| The groom will be getting ready at? | |
| Will you be changing your name after the wedding? | |
| Wedding co-ordinator (if you have one) | |
| Number of Day / Evening Guests | |
| Number of children | |
| What are your plans with you photographer and how long do you have? | |
| Number of family photos? | |
| Name of celebrant | |
| Names of any people Readings or singing during ceremony | |
| Name of Master of Ceremony | |
| Names of Speechmakers | |
| Position of speechmakers (i.e. at <i>Straight</i> table, <i>Round</i> table or <i>Lectern</i>) | |
| Timing / location of cake cutting | |
| Timing / location of First Dance | |
| Anything else you think we might like to know? | |
| Can you confirm a hot meal will be made available to us by the venue? A £20 charge per head will be made should one not be arranged. | |

WEDDING PARTY

Bride's Parents: {please mention if your parents are divorced/remarried and please give partner details if they are attending the wedding}

| | |
|-----------------------|--|
| Mum: | |
| Dad: | |
| Number of Bridesmaids | |
| Flower girls | |

Groom's Parents: {please mention if your parents are divorced/remarried and please give partner details if they are attending the wedding}

| | |
|------------------|--|
| Mum | |
| Dad | |
| Number of Ushers | |

WEDDING TEAM

| | |
|-----------------|--|
| Photographer: | |
| Hair: | |
| Make Up: | |
| Wedding dress: | |
| Bridal shoes: | |
| Groom's outfit: | |
| Piper: | |
| Flowers: | |
| Linen: | |
| Cake: | |
| Band / DJ: | |
| Anyone else: | |

| |
|---|
| TIMETABLE OF THE DAY: - Please give as much detail as you can in this section or send us your venue's time sheet |
| |

A BIT ABOUT OUR TIMESCALES

For more about our process please visit: www.butterflyweddingfilms.com/process

1. You provide your music selection via email. Alternatively if the songs are more specialist you can use a file sending website like Dropbox or We-Transfer to send us your music.
2. We will aim to provide you with an online wedding film proof in your within 16 weeks of the wedding day for your approval.
2. Should you require changes please return the changes request sheet (download here: www.butterflyweddingfilms.com/process) via email
4. We allow our couples up to one round of changes and we will make any required changes within 14 days of receiving your alterations. Changes beyond this are at Butterfly Films discretion and will be charged at £60 per hour.
6. We will require written confirmation that you have seen the wedding film proof and approve for the USB to be produced.
7. We will archive your film for six weeks from the dispatch date. If you require them to be stored for longer than this a fee of £150 will be charged whereby we will send you all the final output files.
8. We will endeavour to deliver the film to you by Royal Mail Special delivery within 21 days of the film being signed off.