



## Sight and Sound Media Terms of Business

1. Sight and Sound media cannot be held responsible for any equipment failure or malfunction during the making of this film. You should know however, that every care is taken to avoid such mishaps. Regular checks on the footage are made during the day and a back-up camera is at hand should the main camera malfunction.
2. The master tapes will remain the property of Sight and Sound media.
3. Payment in full is due 14 days before the event.
4. The editing of the DVD / Blu Ray Disc is usually around six weeks. During very busy periods this can run into eight weeks. If there is a date that you need the DVD / Blu Ray Disc done by, please let us know and we will do what we can to accommodate your request.
5. A £150 deposit is required to reserve the date of your event, the balance being payable no later than 14 days prior to the event date. Upon receipt of the deposit Sight and sound media reserves the time and date agreed upon, and will not make other reservations for this time and date. For this reason, all deposits are non-refundable if the event is cancelled for any reason, or if the date is changed.
6. Sight and sound media's liability is limited to a refund of money paid. Sight and sound media will not be held liable if for any reason they are prevented from performing their agreed services on the day of the event. Sight and sound media are not responsible for loss of video or audio quality due to restrictions at event locations. In the very unlikely event that an emergency arises (extreme sickness for example) and we are unable to perform the services agreed, the Client will be notified immediately and all money paid will be refunded to the Client. If this were to occur, every effort possible will be made by Sight and sound media to secure another quality videographer for the Client. Sight and sound media takes the utmost care in producing the Client's video. In the unlikely event that a problem arises in the studio and we are unable to provide any videotape, all monies paid will be refunded.
7. It is the responsibility of the client to secure permission of church, synagogue, or other officials to videotape the ceremony and the reception. Charges imposed by the event venue will be paid by the client. Monies paid to Sight and sound media are non-refundable if such officials prevent videotaping. Sight and sound media will abide by the rules of the church / registry office or other place regarding camera placement at the ceremony. Permission of the officials is required before the camera(s) are set up.
8. Sight and sound media will take utmost care to produce a video of good quality. However, we will not be responsible for circumstances beyond our control, including but not limited to power failure, equipment malfunction, and defective tape stock. Sight and sound media makes no guarantees, either expressed or implied in regard to aesthetic qualities of the completed video. Sight and sound media does not guarantee completed videos to be of a specific length of time (the average running time for wedding DVD's is approximately 60-90 minutes, depending on package).
9. Guest Messages – Sight and sound media will try to encourage some guests to leave messages on the video, we cannot guarantee the number of guest messages. We will not insist on any guests leaving messages, it is entirely their choice. On occasions there may not be a suitable location for filming guest messages.
10. Coverage – Sight and sound media will capture footage until the camera operators are satisfied they have adequate footage to produce a good quality video, however, we will not film later than 21:30 hours unless prior arrangements have been made and included in the wedding contract and schedule.
11. Sight and sound media will be the exclusive professional videographer. Friends and family are permitted to operate video cameras on the condition that they do not interfere with or get in the way of the professional coverage.
12. Sight and sound media does not guarantee specific individuals will be included within the finished video,
13. DVD+R DL's: The disc you receive is 100% DVD+R DL compliant. The Master DVD is quality checked on three separate players in the studio. In the unlikely event that your DVD+R DL will not play in your DVD we will do all we can supply you with one that does however we cannot be held responsible for a faulty DVD player.

### Sight and Sound Media

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14. BD-R's. For Blu Ray Video the disc you receive is BD-R compatible. Due to new technology involved with Blu Ray video discs and players your Blu Ray disc may not operate in your Blu Ray Player. This can often be overcome by updating your player with the latest firmware. You will need to contact your Blu Ray player manufacturer for details of this. Sight and Sound Media will be happy to provide you with a Blu ray demo disc to check your players compatibility before you confirm your wedding package. Once the film has been edited to Blu ray disc Sight and Sound Media cannot be held responsible for the compatibility of your Blu Ray player.

15. Parking fees (valet or self parking) if applicable, for each videographer's car will be charged to the Client.

16. Sight and sound media reserves the right to use portions of the videotape for promotional or other purposes.

**I agree that I have read and understand the terms and conditions and that by instructing Sight and Sound Media to produce my film I am agreeing to their terms & conditions of business as laid out therein.**

Signed: ..... Date: ..... On behalf of the  
Bride or Groom

Signed: ..... Date: ..... On behalf of  
Sight and Sound Media

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