



EVENT CONTRACT

Event Date: _____

Client Information	
Client Name:	Contact Phone #:
Client Name:	Contact Phone #:
Current Home or Business Address:	Email:
First Location	
Name of Location:	Start Time:
Location Address:	Contact Information:
Special Notes or Comments:	
Second Location	
Name of Location:	Start Time:
Location Address:	Contact Information:
Special Notes or Comments:	
Third Location	
Name of Location:	Start Time:
Location Address:	Contact Information:
Special Notes or Comments:	
Comments / Notes or Special Instructions:	

EVENT CONTRACT

Hours of Photo Coverage: _____

Cost: _____

Option: _____

Cost: _____

Option: _____

Cost: _____

Option: _____

Cost: _____

Total: _____

\$1000 or 25% Retainer: _____

Balance Due at Event: _____

Please email signed contract to: secondprintproductions@gmail.com

Please contact Albert for CC payments or Zelle payments to: secondprintproductions@gmail.com

Secondprint Productions
3155 S. Paulina St. Unit 1
Chicago, IL 60608

EVENT CONTRACT

Terms of Agreement

Booking Information and Finances

To reserve your wedding date exclusively with Secondprint Productions, we require a 25% Retainer Fee or at least \$1000 of the commissioning rate plus a signed contract. In the event of a postponement, cancellation, or change of the event, or if the photography services are cancelled for any reason, the Retainer Fee is non-refundable or transferable. Travel fees including, but not limited to, airfare and hotel reservations for events outside of the Chicago area are due upon the agreed time and are also non-refundable, non-transferable, and reservations may not be cancelled if the event or photography coverage is cancelled, postponed, or if there is a change of the wedding date. Any payments made toward the balance of the contract, including payments made towards optional add-ons that are written into the contract, are non-refundable, or transferable if the event or photography coverage is cancelled, postponed or if there is a change of the wedding date. All balances are due on the day of the event date. If the remaining balance is not paid in full on the event date, then Secondprint Productions is no longer liable to perform the photography coverage or deliver the package contents, including any add-ons that were ordered until the balance is fully paid. Retainer shall be paid in the form of cash, check or credit card. Any remaining balance must be paid in cash or check only. The charges in this contract are based on Secondprint Productions' current price list. Optional items added on are not guaranteed unless written into your contract. Please note that we do reserve the right to adjust our prices periodically based on our vendor's adjustments.

Studio Liabilities

Secondprint Productions takes the utmost care with respect to the exposure, development, and delivery of photography. However, in the event that Secondprint Productions fails to comply with the terms of this contract due to fire or other casualty, act of God, act of terrorism, or other cause beyond the control of the parties, or due to a grave illness or emergency, then SecondPrint Productions shall return the Retainer Fee to the Client but shall have no further liability with respect to the contract. This limitation on liability shall also apply in the event that any photographic materials are damaged in processing, lost through camera malfunction, lost in the mail, stolen, or otherwise lost or damaged without fault on the party of the Studio. In the event Secondprint Productions fails to perform for any of the above reasons, the Studio shall not be liable for any amount in excess of the retail value of the Client's package. Client shall assist and cooperate with Secondprint Productions in obtaining desired photographs. Secondprint Productions shall not be held responsible or liable for damages for photographs not taken as a result of Client's failure to provide reasonable assistance, cooperation and instruction. Completion of processing and edits of a wedding may take up to 8 - 12 weeks for delivery.

Model Release/Copyright Notice

Secondprint Productions reserves the right to use negatives and/or reproduction for the purpose of creating samples, displays for publication in advertising, magazines, websites, newspaper articles or other public relation purposes. The negatives shall remain the exclusive property of this Studio unless otherwise agreed upon by the Client and Studio. Any files received in the agreed packages are for the Client's personal use such as: personal printing, preserving, blog or web use, personal promotion and announcements. It is illegal to copy or reproduce any of Secondprint Productions' work elsewhere without the express permission of the photographer/videographer. Any other use without the express permission of Secondprint Productions will be subject to copyright laws. Violators of this Federal Law will be subject to its civil and criminal penalties.

Photography Coverage

Secondprint Productions may substitute another photographer in the event of extreme illness or other emergency. In the event of such substitution, Secondprint Productions warrants that the photographer shall be a competent professional. The photographer and associates will begin and end their coverage at the designated times on this contract. It is the Client's responsibility to make sure that any starting times, locations and events that they would like to be covered are notated specifically in the agreed upon schedule. Events drivable beyond 100 miles of Greater Chicagoland will require a travel fee of \$100 + lodging if applicable. For domestic destination events outside of the Midwest States, a custom travel fee will be required for airfare, lodging, and vehicle rental (within Continental US). International Destination events will require an agreed upon custom package.

In the event that the timing of the wedding day is interfered by anything such as make-up/hair, any person in the wedding being late or not present to take pictures, or any other cause that arises, the Client understands that they will be missing out on key photos that the Studio could have taken. If any of the timing is affected for these reasons or any other reasons, the photographer will not be responsible for missed moments and will not guarantee the number of photographic images or video coverage as agreed upon in the Client's package. The Client also understands that the agreed upon schedule between the Studio and Client for each aspect of the day is the only time for those certain pictures to be taken. Secondprint Productions asks that no other person (professional or amateur) will be taking pictures during our exclusive coverage of the Client/Wedding Party during the agreed upon times. This interferes with our timing and exposures and this may affect the outcome of your event coverage. In the event that a person or persons interferes with this clause, a warning will be given to the Client. If the problem persists, the Client understands that Secondprint Productions will have no liability in delivering the quality of work during the moment of interference. For wedding events extending beyond 6 hours, a meal at the reception is kindly suggested for the photographer(s).

By signing of this contract, Secondprint Productions and the Clients agree to all terms & conditions stated in said contract.

Client Signature: _____

Date: _____

Client Signature: _____

Date: _____

Albert Yau: _____

Date: _____