



Event Booking Form



Client Details:

Client:Á

Contact Name:Á

Phone No:

Email:

Postal Address:

Services Required: *(tick all that apply)*

Live Music

DJ Services

Photo Booth

Event Details:

Event Date:

Location / Venue:

Start Time:

Finish Time:

Please provide any additional venue information, i.e. street/building access instructions, indoor/outdoor event, etc. (if required):

Type of Event:

Number of Guests *(approx.)*:

Point of Contact at Event:

Will you be providing a Run Sheet or Order of Service prior to or on the day of the event?

YES

NO

Further Information / Requests *(If required):*

Terms & Conditions:

- Payment Schedule:
- \$600 deposit to secure your booking (*\$300 for Photo Booth hire only*),
 - Remaining balance due two weeks prior to your function.
 - or -
 - 30-day Invoice *(as agreed)* for Government/Corporate Clients.

Payment Method: Bank transfer is preferred, however we also accept cash payments.

Cancellations & Refunds: We take compassion to our client's situation if they require a cancellation and we have adopted a refund policy further considerate than industry standard:

- More than six months before your function date, all payments made will be refunded.
- Within six months of your function date, all payments made will be refunded, less deposit.
- There is no charge to postpone or to change the date of your function; all existing payments are transferable, subject to availability.

Hiring, Delivery and Service: A minimum one-hour is required to setup either photo booth or DJ equipment.

- An attendant will be within the photo booth vicinity at all times throughout the hire to ensure the smooth running.
- DJ and photo booth setup each require a minimum of 2m x 1.5m and access to 240v power within close proximity.
- Provision of a light meal for ACT Photo Booth staff is appreciated for events that are running for 4 hours or more *(most function centers build this into their package)*.

- A solid 4G signal is required for photo booth instant text and email sharing. While images will be automatically sent as soon as signal becomes available, ACT Photo Booth is not responsible if your venue/location has insufficient signal. The Client accepts responsibility for all photos shared by their guests at the event.

Use of Images: The client gives ACT Photo Booth permission for images taken during the event to be used for promotional purposes. Prior notification is required should this permission not be granted. All images held/hosted will be destroyed after 30 days post event.

Privacy: Personal information provided to us is treated in a confidential manner. We will not divulge or sell your personal information to any third party for commercial or marketing purposes.

Damage to Property: The client accepts responsibility for the conduct of all guests and will take full responsibility for any loss/damage done to persons and/or property during the course of the event. We reserve the right to cease performance/usage any time during the event if we feel that equipment is being misused in a way that is dangerous to any persons or damaging to product.

Indemnification: ACT Photo Booth will not be liable for any circumstances beyond our reasonable control. Including, but not limited to, power outage or interruption of service, communication outage, fire, riot, natural disaster, accidents, acts of nature and equipment failure. If such circumstances arise, all reasonable efforts will be made to provide service or find a suitable replacement service. If this is not possible, the client will receive a refund of all payments received for the booking.

Insurance: ACT Photo Booth (*Chicago Charles*) has a \$20mil Public Liability Insurance. All our electrical equipment is tested and tagged in accordance with the AS/NZS 3760:2010 Standard.

Bank Transfer Details:



NAME: **David Copley**
BSB: **815 000** ACCT: **255038**
REF: **Your Name & Event Date**

I confirm the booking of the above event and agree to the Terms & Conditions.

Client Name(s):

Date:

Email completed form to: **actphotoboothdj@gmail.com**