

**\*\*Please print & complete all pages of contract\*\***

## Hilton Head Video Wedding Contract

5 Bear Island Road Hilton Head Island, SC 29926 843-338-4007

Wedding Date: \_\_\_\_\_ Wedding Start Time: \_\_\_\_\_

Ceremony Location: \_\_\_\_\_

Reception Location: \_\_\_\_\_

Reception Starting Time: \_\_\_\_\_

Ending Time Of Reception: \_\_\_\_\_

### **Client Info:**

Name: \_\_\_\_\_ Relationship to Bridal Couple: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (hm) \_\_\_\_\_ (cell) \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Address After Wedding: \_\_\_\_\_

Other Info: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

How did you hear about us:

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***50% Reservation fee (due with signed contract)***

***50% Balance Due no later than one week prior to wedding date***

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please sign and return with reservation fee as soon as possible to reserve your date.**

Who is your Wedding Coordinator? \_\_\_\_\_

Where will the Bride be prior to the Ceremony? \_\_\_\_\_

What is the name and relationship of the person who is giving the Bride away? \_\_\_\_\_

Where will this person be 45 minutes prior to the ceremony? \_\_\_\_\_

Would you like to have some of the Pre-Ceremony Prep included in your package?  
(additional charge) \_\_\_\_\_

Where will the Groom be 30 minutes prior to the ceremony? \_\_\_\_\_

How many Bridesmaids/Groomsmen are there? \_\_\_\_\_

Name & Contact Info for Photographer (if it isn't HHV&P): \_\_\_\_\_

Will there be live music played before, during and/or after the ceremony? \_\_\_\_\_

Will there be a Cocktail Hour between the Ceremony and Reception? \_\_\_\_\_  
If Yes, Where? \_\_\_\_\_

Who is the Band or DJ for the Reception? \_\_\_\_\_

What are your favorite 3 songs? (in order) 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_

Would you like guest interviews/comments taped during the reception? \_\_\_\_\_

What Reception Events will there be? (please check all that apply)

\_\_\_ First Dance \_\_\_ Father/Daughter Dance \_\_\_ Mother/Son Dance \_\_\_ Toasts

\_\_\_ Cake Cutting \_\_\_ Bouquet Toss

\_\_\_ Garter Toss \_\_\_ Formal Exit of Bride & Groom \_\_\_ Other \_\_\_\_\_

Are there ANY Special Requests you have of us that will make your day even better?

\_\_\_\_\_  
**Please check the package details you have selected: \$ \_\_\_\_\_**

\_\_\_\_\_  
**Video**

\_\_\_\_ One Camera \_\_\_ Two Camera \_\_\_ Rehearsal \_\_\_ Pre-Ceremony \_\_\_ Ceremony Only

\_\_\_\_ Full Reception \_\_\_ Limited Reception

\_\_\_\_\_ Projection Equipment Rental

\_\_\_\_\_ Projector \_\_\_\_\_ Screen

## **Hilton Head Video -Wedding Video Contract Terms and Conditions**

- 1. A 50% deposit is required to reserve the date. Full payment is due no later than the week of the wedding. Cancellation 60 days or less prior to wedding will result in forfeit of deposit. If we are able to rebook the date with another client, we will refund your deposit.**
- 2. The client is responsible for securing the permission to videotape and/or photograph the ceremony from the officials of the location where the wedding is being held. The deposit is nonrefundable if such officials prevent videotaping and/or photography.**
- 3. We will make every possible effort to fulfill our contract with the client. Hilton Head Video cannot be held responsible for circumstances beyond our control, including but not limited to, weather abnormalities, power failure, equipment malfunction and defective tape stock. The deposit will be refunded promptly if any of the above occurs and prevents Hilton Head Video from taping and/or taking photographs.**
- 4. Under all circumstances, Hilton Head Video's liability is limited to a full refund of monies paid.**
- 5. Your wedding video contract includes set up time and consultation. We will attend the rehearsal upon request. You will receive 3 copies on DVD. Additional copies may be purchased @ \$25.00 each. We will hold your edited footage for a period of 10 days after we receive delivery confirmation from UPS. RAW FOOTAGE is available for purchase up to 30 days after the wedding date, at which time it will be erased. We DO NOT ARCHIVE your footage.**
- 6. Food and beverage service shall be provided to Hilton Head Video during the reception with time allowed to eat :-).**
- 7. If you have selected a photo montage to be made, please know that all photos and music for montages must be in the possession of Hilton Head Video before editing will begin on your video. Please provide music files on cd.**

***We want you to be happy with your wedding video.***

***If there is something we can do to make it more special for you, please ask.***

***Our business is built on referrals from our clients.***

***We love what we do and so will you!***

**Signed \_\_\_\_\_ Date \_\_\_\_\_**

***\*\*Please print & complete all pages of contract\*\****