

# Photography Booking Form



BRISBANE EVENT PHOTOGRAPHER

# Hello there!

We are so excited you have chosen us as your photographers!

To ensure your Event Photography runs smoothly, please complete the questions below regarding your Photo Shoot.

Only applicable sections need to be completed. At the end of the questions you will find the Terms and Conditions. **Please read these carefully** before signing and return the forms to Anna Osetroff as soon as possible.

Should you not have finalised all items simply write TBA and please re-send the updated form one month before your Photo Shoot date.

Should you have any queries regarding these questions and/or the Terms and Conditions, please feel free to email or call any time and we will be more than happy to help clarify.

See you soon!

Anna Osetroff

Owner - Brisbane Event Photographer



# The Details

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1

What is your photoshoot day, date, and hours required?

2

Client details:

Full Name:

Mobile & work phone number:

Email Address:

Postal Address:

3

Photoshoot details:

Location Address:

Start and Finish times:

Additional Information (parking etc):

# The Details Continued

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4

Names of important guests to be included in photoshoot:

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Emergency Contact Details or Onsite Contact:

Full Name:

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Mobile & work phone number:

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Email address:

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Add-On Services:

☐ Second Photographer P.O.A

☐ Onsite editing @ \$100 per hour

☐ Additional USB \$60

☐ Same day turnaround \$200 for 100 images

☐ Travel Fee P.O.A

7

Payment Method:

☐ Direct Deposit

☐ Paypal - 3% Surcharge

☐ Cheque

☐ Cash

☐ Other:

# About Your Shoot

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## Optional

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Feel free to jot down just a few ideas / outlines of images you would like me to endeavour to achieve on your photoshoot. Alternatively you can email through a brief.

9

You might like to write some times below so I'm in the right spot at the right time for photos. Alternatively you can email through a run sheet for your Event.

# Terms and Conditions

## Client Services Agreement

'You' and 'your' refers to the Client - 'We' and 'our' refers to the Photographer

1. This Client Services Agreement is entered into, and is effective as of the Agreement Date (as signed by the Client(s) on page 8) by and between Anna Osetroff Photographer and the person(s) identified as the Client on pages 2 and 8 of this Agreement.
2. The term Photographer in this Agreement, means Anna Osetroff and any second camera operator or stand-in Photographer whom may complete the Clients photo shoot due to any unforeseen circumstances that prevents the Clients original photographer from being able to cover the agreed shoot.
3. Accepted forms of payment: Cash, Cheque, Direct Deposit or Paypal (attracts a 3% surcharge). Please make cheques payable to Anna Osetroff.
4. A non-refundable booking fee of 50% of your chosen package is due and payable within 14 days of the Agreement Date. The photo shoot date will only be secured upon receipt of payment.
5. The Client(s) agrees to pay the final 50% of the total package 14 days of the Photo shoot date, this payment is non-refundable.
6. Photo USBs can be either collected or posted upon receipt of final payment.
7. Alternate payment methods may be agreed upon by both parties prior to the photo shoot, this must be in writing under other payment method on page 3. Failure to make final payment may incur a late fee of 5% compounded monthly on all outstanding balances. It is the Client's responsibility to notify Anna Osetroff of any travel dates that may interfere with payments and delivery.
8. In the event that the Photographer is required to file legal action to collect Payments due from the Client under this Agreement, or to otherwise enforce this Agreement, then the Photographer shall be entitled to recover all costs and expenses incurred relating to such legal action.
9. This Agreement shall be construed according to the laws of the State of Queensland. Client acknowledges that this Agreement was entered into in Queensland, Australia and that the proper venue for any legal action related to this Agreement is in the Courts of Queensland, Australia.
10. In the event of cancellation, Client will forfeit any previous payments set forth in Sections 4 and 5. Cancellation means that the Photo shoot is cancelled by the Client and not rescheduled. If there is a Cancellation, the Photographer and Client agree that the Client shall forfeit any non-refundable Payments described in Sections 4 and 5.

# Terms and Conditions

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11. If there is a Postponement/Reschedule of the Photo shoot, the Client acknowledges that the Photographer may not be available for the new Photo shoot date and negotiation between the Photographer and Client must take place to find a mutually suitable alternate date. In the event a new Photo shoot date cannot be agreed upon, the Client shall forfeit any non-refundable Payments described in Sections 4 and 5 above.
12. The Photographer takes the utmost care with respect to the image quality, security, post-production and delivery of all photographs. However, in the event that the Photographer fails to comply with the terms of this Agreement due to any event or act which prevents the delivery of the images, the Photographer's liability to Client shall be limited solely to a refund of all money paid by Client to the Photographer, this is the Client's sole remedy.
13. The Photographer and Client agree that Anna Osetroff reserves the right to edit the Photographs to our discretion. All modifications will be quoted separately. The Client acknowledges and understands that due to the Photojournalistic style of photography, specific images and/or images of all event attendees cannot be guaranteed. This will not be considered a breach of this agreement and shall not result in a refund. The Photographer shall not provide any other remedy to Client.
14. The Photographer will make all reasonable efforts to deliver images within 2 weeks of the Photo shoot date, but please allow up to 5 weeks during peak periods.
15. Once the photographs are delivered to the Client the Photographer shall assume no responsibility for storing the Images, and the Photographer shall not assume any liability if any portion of the Work is lost, stolen, damaged or otherwise unavailable to Client after delivery. Client acknowledges that they are solely responsible for creating backups and archiving the images upon delivery.
16. If due to equipment malfunction or theft of equipment and Anna Osetroff cannot fulfil all requirements of this contract, we will compensate at our discretion solely by refund or credit a portion of the Agreement price.
17. In the unlikely circumstance of personal injury, illness, death, act of God or other reasons unforeseen and beyond our control, we are unable to complete an agreement, the Photographer will in good faith do their best to find replacement camera operator staff, if unable the Photographer will refund or credit money applicable to that part of the agreement not completed. The replacement photographer and second photographer working for Anna Osetroff will be covered by the Terms and Conditions of this Agreement. Should the Client be referred to another company, monies paid to Anna Osetroff will be refunded and Anna Osetroff shall not be liable for any damage or injury



# Terms and Conditions

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sustained by Client, if any such replacement photographic company retained by Client, fails in whole or in part, to perform the Photography.

18. Anna Osetroff cannot be held responsible for any Act of God that may impact on your photo shoot and/or various photographic opportunities for example unpredictable weather conditions.

19. If, during the Assignment the Photographer is exposed to: (a) conditions which imperil or cause the Photographer to fear for their safety, or (b) objectionable or illegal acts to which the Photographer do not wish to be a party or witness, then the Photographer reserves the right to immediately protect the Photographer's interests, including but not limited to a cessation of the Assignment, leaving the Assignment location(s), and/or terminating this Agreement. In such circumstances, the Photographer will not refund any Payments made by the Client. Client shall indemnify Photographer from any damage or injury that Photographer may sustain, arising from, or related to, any hazardous conditions which imperil or cause the Photographer to fear for their safety, while performing the Assignment. 'Assignment' refers to capturing of images during the Photo shoot.

20. Anna Osetroff will hold copyright of the images and reserves the right to use freely any photography produced as a result of this Agreement. The Clients allow without compensation payment Anna Osetroff the usage for display, publications, website or other promotional and competition purposes, unless otherwise requested in writing by the Client and agreed upon with the Photographer before signing this contract.

21. The Client is responsible for model releases for persons whom appear in the photographs and photographic permissions of third parties, they shall be deemed to have consented to the Client the use of their name, image, or likeness for the Photographer as outlined in section 20.

22. Anna Osetroff Photographers shall be the sole professional photographer at the Event. Client acknowledges that the presence of other photographers will adversely impact the ability of our Photographer/s to create the Images and as a result the Work may fail to meet the standards represented by the Photographer in their portfolio and samples.

23. Additional hours of photography required on the day can be requested, price on application and subject to availability. Payment to be made within 14 days after the Photo shoot date.

24. Client agrees to pay for any fee required including but not limited to council/government photographic permissions (certain parklands and beaches may require) and venue parking, will be paid for by the Client in addition to the agreement costs.



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25. The Photographer asks that the Clients before the Event, advise the venue management of the photography that will be taking place. Anna Osetroff will not be held responsible for any lack of images due to co-operation or permission problems.
26. Should catering be provide at your event our Photographers request to be included. Bookings lasting longer than 4 hours must provide personal breaks, refreshments and a vegetarian meal (with a capsicum allergy) for the main Photographer and standard meal for the second Photographer if the booking covers meal times.
27. The Client understands that print and/or album orders are final once to order form has been signed and approved by the client. No changes can be made after this point. The Client will be given two revisions/changes of their Album before printing. Prints and Albums can take up to 3 months for the order date to be delivered.
28. Parking must be provided close to the venue(s) due to unloading of equipment.
29. The Client has read the terms and conditions of the agreement and agrees that the location and Photo shoot details are true and correct. The client understands these terms are legally binding and agrees to be bound by the conditions of this Agreement.

1	Date and Signature of Client 1:
	Full Name:
2	Date and Signature of Client 2:
	Full Name:

Please return completed forms via email scan to [events@annaosetroff.com](mailto:events@annaosetroff.com) or via post:

Anna Osetroff  
138 Waterton Street  
Annerley  
BRISBANE QLD 4103

We look forward to working with you in the near future and thank you for the privilege of photographing your Event.