



## Terms and Conditions

### 1. AGREEMENT

**1.1** This booking is subject to these terms and conditions. By checking the online check box you "The Booker" are agreeing to be bound by these terms and conditions which form part of the agreement details as stated overleaf. The fee and all the relevant details for the event are as stated on the confirmation emails. These were the details given at the time of initial contact. Please inform us immediately if there are any errors.

### 2. BOOKING

**2.1** We only guarantee a booking once we are in receipt of the full event details together with the deposit.

**2.2** We reserve the right to re-allocate dates should the relevant details not be provided to us within 14 days.

**2.3** If you book us within 7 days of the event, the full payment must be received within 48 hours of booking and will be non-refundable.

### 3. CANCELLATION

**3.1** The Photo Booth Bournemouth will charge the following fees should a cancellation occur.

Within 30 days of the event date 100%

Within 60 days of the event date 75%

Within 90 days of the event date 50%

Over 91 days (inclusive) Deposit only

The deposit will not be refunded under any circumstances and does not eliminate the full cancellation fee being charged.

Special discounted rates must be paid in full and are non-refundable or transferable should a cancellation occur.

**The balance of the total fee MUST be received by us before 30 days prior to the event. This is payable by cash or bank transfer.**

You are advised to contact us immediately should the balance be delayed due to unforeseen circumstances.

### 4. VENUE

**4.1** It is The Booker's responsibility to check that any venue being used has all the necessary Entertainment and Liquor licenses.

**4.2** It is the booker's legal responsibility to comply with and ensure that current Health and Safety regulations are in place and any place of performance is fit for the use intended. A safe electrical supply must be provided. All outside situations (Marquees / Outbuildings) must be dry, undercover and made safe for electrical use and insulated from the ground. Please ensure that there is sufficient TOTAL electrical power available for all of the service equipment and other contractors using the facilities.

**4.3** The Photo Booth requires a minimum clear floor space 4 Meters x 3 Meters with a head height of 2.2 metres. Love Letters require a minimum clear floor space of 4 Meters x 0.5 Metres. A minimum of one standard 13-amp power sockets within 5 metres of the set-up area. If other additional entertainment is booked adequate floor space must be available for all the performers and services as required.

**4.4** For events outside of Dorset there may be an additional travel fee.

### 5. ON THE DAY

**5.1** For the Photo Booth at least 60 minutes is required for setting up and 45 minutes to dismantle our booth equipment. Love letters require 30 minutes for setting up and 15 minutes to dismantle. This must be taken into account when planning any arrangements. If required an earlier set up time can be made by arrangement for example; before your guests arrive or before the wedding breakfast, additional charges may apply.

**5.2** In the event of any damage to or loss of any equipment or materials provided by The PhotoBooth Bournemouth by any occurrence for any reason by person/s on the premises or by The Booker's guests, The Booker shall be liable to pay in full for the repair to the damage and replacement cost of equipment and the hire of necessary equipment or materials during replacement time and to compensate for any loss of work due to that damage or loss. If the damage is such that it effects the service at the event, the host reserves the right to terminate the hire.

**5.3** We will endeavour to maintain the condition of The Booker's guest book during your event. We cannot be held responsible for damage caused to the guest book by your guests (such as spilling drinks or tearing pages).

**5.4** The Booker is responsible at the end of the service for the collection of any photographs or property left at his/her own risk with The Photo Booth Bournemouth.

**5.5** No other persons may use, alter, adjust or remove any of the equipment provided other than by prior consent of The Photo Booth Bournemouth.

**5.6** The Booker realises that whilst we have excellent back up in place and every reasonable safeguard is assured, we cannot be held responsible for any of the following circumstances that may prevent us from attending your event, these may include but are not limited to illness, severe weather conditions, traffic delays, breakdown of our vehicles, sudden malfunction or breakdown of any electrical equipment as this is an unavoidable occurrence and is outside of our control. We will, however, make every reasonable effort to rectify the situation. In the extremely unlikely occurrence of a non-attendance or if a total failure occurs, The Booker will be refunded the total fee in full. In this situation this will be the full extent of our liability.

**5.7** Any delayed set up time or subsequent delayed start time due to the overrun of any prior proceedings or of situations being outside of our control will not warrant any extension of the stated finish time or any fee reduction. However, at the sole discretion of The PhotoBooth Bournemouth and with the permission of the venue management, an extension of these performing times may be made. The PhotoBooth Bournemouth will charge an additional fee. This fee must be paid in cash to PhotoBooth Host before any extra time commences.

**5.8** The Booker is responsible for the conduct of all persons attending the event whether those persons are invited or not. We do not take any responsibility for controlling rowdy behaviour or ejecting unwanted persons from the venue. Our Hosts have the right to perform in a safe environment. We reserve the right to terminate our services should any physical/verbal abuse or intimidating actions be made to the host, venue staff or any of those persons present at the event.

**5.9** Unless otherwise stated, no refund will be given in any of the above circumstances and the full fee will still be payable.

### 6. COPYRIGHT

**6.1** All pictures taken will be uploaded to Facebook and a web gallery. Photos may also be used to assist with the publicity and promotion of The PhotoBooth Bournemouth. The Booker must inform The PhotoBooth Bournemouth in writing if you specifically do not wish pictures taken to be used in this way.