

# EmmRecs Media



## BOOKING FORM

# HIGH DEFINITION VIDEO RECORDING AND EDITING

### BOOKING FORM

Please complete all the relevant sections of this form as fully as possible.

NAME.....

ADDRESS.....

DAYTIME TELEPHONE NO.....EVENING TELEPHONE NO.....

TYPE OF EVENT (e.g. Wedding, Christening, Party, Other)

IF OTHER, PLEASE GIVE MORE DETAILS HERE (We need to know whether we can adequately cover your event before we can accept your booking)

Please complete the following sections very carefully; the information you supply will help to determine the total cost of our work

DATE OF EVENT .....STARTING TIME .....

FINISHING TIME .....

WILL IT BE NECESSARY FOR OUR STAFF TO ARRIVE BEFORE THE STATED STARTING TIME? Yes/No

(For most events we will expect to arrive up to 1 hour before the stated starting time)

WILL IT BE NECESSARY FOR OUR STAFF TO BE AVAILABLE AFTER THE STATED FINISHING TIME?

Yes/No

PLEASE SUPPLY HERE ANY ADDITIONAL INFORMATION WHICH WILL HELP US ENSURE THAT WE ARE ABLE TO FULLY MEET YOUR REQUIREMENTS

.....  
.....  
.....  
.....

Please read carefully the following sections, deleting as appropriate and sign the form at the end. Your signature confirms your acceptance of all our booking conditions.

I/we enclose a non-returnable booking deposit of £150 for the facilities we have requested. **Please make cheques payable to EMMANUEL RECORDINGS.**

(In the unlikely event that **EmmRecs Media** are unable to accept your booking this will be immediately returned to you.).

I/we hereby agree to settle all invoices payable to **EmmRecs Media** on completion of the contracted work and within the stated credit period of 14 days.

I/we understand that any overdue invoice will attract a credit charge of 2.5% per month or part thereof.

I/we agree to settle immediately any invoice raised to cover costs of repair or renewal of equipment damaged whilst in use by me/us.

Signed:.....

Date:.....

*When completed, please return this form to our office.*

***Once this booking form and deposit have been received at our office it will be acknowledged in writing as soon as possible. Once written acceptance by us has been given a contract will exist and any work carried out by us in connection with this booking will incur charges at our normal studio rate in the event of cancellation or default by you for any reason.***

When complete, please send this form with your booking deposit to:

**EmmRecs Media**

6 Larch Close  
Ruskington  
Sleaford  
Lincs.  
NG34 9GB

*e: sales@emmrecsmedia.co.uk*