

TERMS AND CONDITIONS

PAYMENT

A **non-refundable booking fee** in the amount of **PhP 1,500.00** of the total balance is due upon signing of this contract. The event is only reserved once the booking fee is received. The remaining balance is needed to pay after the event.

POWER, ACCESS AND SPACE FOR PHOTO BOOTH

Client will arrange for an appropriate space for the Photo Booth at event's venue. Client is responsible for providing power for the Photo Booth. The Photo Booth requires a 120V, 10 amps, 3 prong outlet from a reliable power source within 50 feet (along a wall) of the set up area. The circuit must be free of all other connected loads.

OUTDOOR PHOTO BOOTHS

We hope that the heavens will grant you a perfect day for your outdoor event, but there is a saying that rain on your event day is good luck. That's why it's important you have a "Plan B". ***If you choose to place the photo booth outdoors we must be in a spot that is:***

- Totally dry
- Must be on paved or grassy surface (no dirt!)
- Protected from extremes of wind, heat and cold, and direct sunlight
- Is not too dark

Why must it be dry? We've got electrical equipment running at 120 volts and up.

Our color printers won't operate if it's too cold or too hot. And our attendants have to be at the booth throughout the event. Below 60 degrees F. or above 90 degrees, that's just unsafe and unreasonable.

Our booths need a reliable source of 120-volt AC power, one that is just for us. We can't share with a DJ because there won't be enough for both of us.

And that power source has to be reasonably close to where we'll be working. Even though our booths have lights, your guests have to be able to see us! So don't put us in a dark corner or out in the field. If you can't put us someplace that fits these specifications, we may not be able to operate. If conditions change during an event, we may have to pack up and leave. No refunds will be given in such case.

IDLE HOURS AND TRAVEL SURCHARGE

Idle hours can be arranged with the client at an additional cost. An example of Idle Hours is when the booth is booked for 4 hours, where the booth is operational from 5pm-6pm and from 7pm-10pm. between 6pm-7pm, the booth will be IDLE (at the client's request). This is usually for meals or speeches. This must be arranged no later than 2 weeks prior to the event date.

We will arrive 60-90 minutes prior to the service start time and depart 30-60 minutes after the service end time. If we will be required to arrive or depart outside of these windows, then idle hours will be charged.

Travel costs are covered in any package within Pasig City, San Juan City, Mandaluyong City, Taguig City, Makati City and Manila. Any events outside will be having additional fee depends on the location.

DATE CHANGES & CANCELLATIONS

Any request for a date change must be made in writing at least thirty days in advance of the original event date. Change is subject to photo booth availability and receipt of a new Service Contract. If there is no availability for the alternate date, the booking fee shall be forfeited and event cancelled. Any cancellation occurring less than 30 days prior to the event date shall forfeit all payments received.

MODEL RELEASE OPTION PLEASE SELECT YES OR NO.

We realize some clients of ours as well as others wish the photos to remain private which is why we have the option above. We'd love to use your photos on our web site, but understand your privacy.

Client agrees to, and understands the following: All guests using the photo booth hereby given to **iCapture Photo Booth**, The right and permission to copyright and use pictures of any photo booth user who may be included intact or in part, made through any and all media now or hereafter known for illustration, art, promotion, advertising, trade, or any other purpose. In addition, I hereby release, discharge and agree to **iCapture Photo Booth**, from any liability, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

VENUE REQUIREMENTS

Please communicate with the venue coordinator that we require the following. If you are unable to request this from the venue coordinator, please send us their information and we can contact them on your behalf.

- 1 Six- or Eight-Foot Table
- 2 Chairs
- 10 x 15' floor space

MEALS

For most events, we plan to have 2-3 operators operating the photo booth for the duration of the event. The operators are welcome to eat the venue provided meal.

PHOTO DESIGN

We will customize your photo layout to match the theme of your event. We allow for up to 2 revisions of your layout.

We can modify the layout if you wish to include graphics, logos, more text, etc. ***If you have any other input on your photo layout, please tell us what you would like.***