

**WEDDING PHOTOGRAPHY AGREEMENT – Keith Manter Photography**

**DETAILS**

Wedding Date: \_\_\_\_\_

Estimated Photography Start Time: \_\_\_\_\_

Estimated Photography End Time: \_\_\_\_\_

Wedding ceremony location (include the street address, if you know it):

\_\_\_\_\_  
\_\_\_\_\_

Reception location:

\_\_\_\_\_  
\_\_\_\_\_

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

Phone: \_\_\_\_\_

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

email: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

email: \_\_\_\_\_

Wedding theme (traditional / formal / informal / casual)

\_\_\_\_\_

Photography fee: \$1600

A deposit of \$500 is due at the signing of this agreement, with another \$500 due on or before the day of the wedding, and the balance (\$600) to be paid upon delivery of the final package of materials, as defined below.

**SERVICES INCLUDED FOR THE FEE STATED ABOVE:**

- (1) A full day of digital photographic coverage of clients' wedding, including pre-ceremony preparations by the bride, the wedding ceremony and the reception. Where feasible, coverage also includes the wedding rehearsal, at no additional charge.
- (2) Professional editing of photographs resulting from the wedding day.

(3) An online gallery (hosted by PrintRoom.com for Keith Manter Photography) where client and their family and friends can order prints of the edited photographs. Prices for prints will include fees charged by PrintRoom.com plus a mark-up for Keith Manter Photography. Gallery will remain online for at least 60 days.

(4) A DVD containing the final, edited, full-resolution images (see "Film and Copyrights" below for usage limitations).

(5) Two hard-bound photo books, each containing photos from the wedding. One book (the "storybook") is a narrative collection of photographs from throughout your event (20-30 pages) and the second book (the "Big Book") is a larger format book with 30-40 pages of photographs. Clients will have an opportunity to review electronic versions of books prior to printing.

## **AGREEMENT**

This agreement contains the entire understanding between Keith Manter Photography and the client. It supersedes all prior and simultaneous agreements between the parties. The only way to add or change this agreement is to do so in writing, signed by all the parties. If the parties want to waive one provision of this agreement, that does not mean that any other provision is also waived. The party against whom a waiver is sought to be effective must have signed a waiver in writing.

**RESERVATION:** A signed contract and reservation fee are required to reserve the specified coverage.

**PRE-EVENT CONSULTATION:** The parties agree to a pre-event consultation two to four weeks before the event date in order to finalize shooting times, locations, and client's request list for specific photographs.

**COOPERATION:** Keith Manter Photography recommends that client designate an "event guide" (frequently one of the bridesmaids or groomsmen) to point out important individuals for informal or candid photographs to the photographer during the wedding that they wish to have photographed. The photographer will not be held accountable for not photographing desired people if there is no one to assist in identifying people or gathering people for photographs. Keith Manter Photography is not responsible if key individuals fail to appear or cooperate during photography sessions or for missed images due to details not revealed to Keith Manter Photography. In addition, the bride and groom agree to make a reasonable attempt at providing time before and after the ceremony for photographs that cannot be obtained during the ceremony.

The client will direct all other service providers (florist, DJ, caterer, etc.) to provide any needed information and cooperation to the photographer. Coordination with other service providers is necessary to complete all the photography sessions as scheduled. The client should share the photography schedule with other service providers to make sure that there is no conflict in times.

**HOUSE RULES:** The photographer is limited by the guidelines of the ceremony official or reception site management. Client agrees to accept the technical results of their imposition on the photographer. Negotiation with the officials for moderation of guidelines is the responsibility of the client; Keith Manter Photography will offer technical recommendations only.

**FILM and COPYRIGHTS:** Until final payment for services rendered is made, the photographs produced by Keith Manter Photography are protected by Federal Copyright Law (all rights reserved) and may not be reproduced in any manner without Keith Manter Photography's explicitly written permission. Upon final payment by the client, limited copyright ownership of the resulting images will be transferred to the client under the following conditions:

The negatives and or slides are the property of client for personal use and for the purposes of the reproduction and giving of photographs to friends and relatives. The client must obtain written permission from and compensate Keith Manter Photography prior to the client or friends and relatives publishing or selling the photographs for profit.

**EXHIBITION:** Client grants Keith Manter Photography permission to display selected images resulting from this assignment as an example of Keith Manter's photographic work and for entrance into photographic competitions and release all claims to profits that may arise from use of images.

MODEL RELEASE. The client hereby grants to Keith Manter Photography and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs of the client or in which the client may be included, for standard trade and advertising purposes; to alter the same without restriction; and to copyright the same. The client hereby releases Keith Manter Photography and its legal representatives and assigns from all claims and liability relating to said photographs.

LIMIT OF LIABILITY: In the unlikely event that the photographer is injured or becomes too ill to photograph the event, Keith Manter Photography will make every effort to secure a replacement photographer. If the situation should occur and a suitable replacement is not found, responsibility and liability is limited to the return of all payments received for the event package. Keith Manter Photography takes the utmost care with respect to exposure, transportation, and processing the photographs. However, in the unlikely event that photographs have been lost, stolen, or destroyed for reasons within or beyond Keith Manter Photography's control, Keith Manter Photography liability is limited to the return of all payments received for the event package. The limit of liability for a partial loss of originals shall be a prorated amount of the exposures lost based on the percentage of total number of originals.

SECURITY DEPOSITS: In the event of cancellation, the security deposit paid is non-refundable. It shall be liquidated damages to Keith Manter Photography in the event of a breach of contract by client. The client shall also be responsible for payment for any Keith Manter Photography materials charges incurred up to time of cancellation.

COMPLETION SCHEDULE: Editing of photographs and placement of images into the online gallery usually takes no more two weeks. Every effort will be made to deliver the DVD slideshow, disk of final images and the two photo books within six weeks of the wedding.

PAYMENT SCHEDULE: First payment (\$500) due at time of signing of agreement. Two additional payments of \$500 due by the day of the wedding and \$600 upon delivery of photo books and image disk. An additional fee of \$100 will be charged if client does not arrange delivery and final payment within 14 days of being notified that package is ready for delivery.

I have read and understood the terms above. I hereby agree to the terms of this agreement.

Signed \_\_\_\_\_ (Client) Date \_\_\_\_\_

Client Name (printed) \_\_\_\_\_

Signed \_\_\_\_\_ (Keith Manter) Date \_\_\_\_\_

Keith Manter  
P.O. Box 5505  
Laurel, Maryland 20726

**Payment Schedule**

	Due	Amount	Received
Initial Deposit	Contract signing	\$500.00	
Second installment	By wedding day	\$500.00	
Final installment	Final delivery	\$600.00	
Total	--	\$1,600.00	