

## **Terms and conditions**

By completing a booking form with Snappy Shot Events, you acknowledge, understand and agree wholly to the terms and conditions outlined below. Your booking is bound by these terms and conditions.

For the purpose of these terms and conditions Snappy Shot Events will be referred to as the 'provider' and the person(s)/company booking or paying for the equipment and services will be referred to as the 'client'.

### **1. Payment**

- 1.1 A non-refundable deposit of £50 is required at the time of booking to secure the date, with the remaining balance due no later than 28 days before the event.
- 1.2 Upon payment of non-refundable deposit, the provider agrees to reserve the date and time booked by the customer, and not make any other bookings or accept any other clients for the date and time of the booking.
- 1.3 If the event falls within 28 days of booking, the client is required to make full payment of the balance at the time of the booking.
- 1.4 Failure to pay the deposit at the time of booking, or the remaining balance when due can result in cancellation of booking and no refund of the clients (non-refundable) deposit.
- 1.5 The clients booking will only be confirmed once their booking form has been received and deposit has been paid
- 1.6 Any request for additional hire time during the event is subject to availability. When additional hire is requested, it shall be charged at an hourly rate and must be paid up front before the extension of hire.
- 1.7 Advertised prices are subject to change with out notice.

### **2. Cancellations / Amending Booking**

- 2.1 Any cancellations must be made in writing to the provider at least 28 days before the event to 'Snappy Shot Events, 55 Parkway, Eastbourne, BN20 9DY'
- 2.2 Any cancellations will not receive a refund of the deposit.
- 2.3 If full payment has been made and the booking is cancelled within 28 days of the event no refund will be issued. If full payment has been received over 28 days in advance of the event you, you'll receive 50% of your balance as a refund. (see 2.6)
- 2.4 If for any reason the provider is not able to provide the agreed equipment on the day of hire, the client will be offered to change the date of the booking or a full refund.
- 2.5 Requests for change of date by the customer must be made in writing at least 28 days before the original event date. If a new date can not be agreed, then the event will be cancelled and cancellation fees in clause 2.4 will be applied.
- 2.6 Cancellations will be subject to a % of the booking fee depending on the time before the event.
  - Within 28 days of booking date, full balance required
  - Over 28 days of booking date, 50% of the full final balance will be due

### **3. Damage to equipment**

- 3.1 The client accepts full responsibility for any damage to the equipment by the client or their guests.

- 3.2 Any damages will be charged to the client.
- 3.3 Strictly NO food or drink is allowed to be consumed or taken into the photo booth.

#### **4. Suitable Access, Space & Facilities**

- 4.1 It is the responsibility of the client to inform the venue and gain permission for the use of the equipment
- 4.2 It is the responsibility of the client to ensure the venue has adequate space to set up and dismantle the booth correctly without causing any undue disruption or health and safety issues.
- 4.3 The booth measures 2 meters (6.5ft) high, 1.3 meter (4.3ft) wide and 2.3 meters (7.5ft) long. An additional space (approximately 2 meters) will be needed for props and a further small table and chair if a guestbook is chosen.
- 4.4 The client must ensure there is a 240 volt/13 amp power supply no further than 5 meters away from the booth and does not cause any trip hazard.
- 4.5 If the booth is to be used in a marquee the client must ensure that clause 4.1, 4.2 and 4.3 and 4.4 are strictly adhered to. In addition, the ground must be totally flat and solid. The booth equipment must be protected from potential damage by external weather elements.
- 4.6 The client is responsible for organising suitable parking and access for loading and unloading equipment. Access to booth location must be level, and free from unsafe obstacles.
- 4.7 If the provider deems the venue unsuitable upon arrival or the client has failed to inform the provider of any issues highlighted in clause 4.1 to 4.6 inclusive, then the provider has the right to refuse delivery. No refund will be given in this case and the full hire cost will be charged.
- 4.8 Once set up in the agreed location the equipment will not be moved.
- 4.9 The equipment will, at all times, remain the property of the provider who will stay with the equipment at all times.

#### **5. Unavoidable circumstances**

- 5.1 There may be occasions when the provider may not be able to attend the event or become severely delayed due to circumstances out of their control. This non-exhaustive list includes bad weather, transportation failures, illness and any other instances that the provider deems impossible or unsafe.
- 5.2 If a delay is likely then the provider will make every attempt to contact the client or venue to inform them. The provider will happily extend the hire time equal to the late start to compensate.
- 5.3 If the provider is forced to cancel due to unavoidable circumstances, then a full refund will be given to the client.

#### **6. Copyright**

- 6.1 The client and attending guests understand and hereby give full permission for the provider to use any images taken at the event (inside or outside the booth) for advertising and marketing purposes including, but not limited to, website, social media and promotion. Any e-mail addresses taken from guests may be used in a similar fashion by the provider and/or client unless the client informs the provider to

the contrary, in writing, before the event.

- 6.2 The provider agrees to remove any images from their website and/ or social media sites if requested to do so, in writing, by the client.
- 6.3 The provider acts on behalf of a corporate client in obtaining e-mail addresses from booth users and will ensure there is an opt out feature.
- 6.4 The provider will not be held accountable for the number of email addresses obtained during the hire time.
- 6.5 All printed material will have Snappy Shot Event's branding/website on, this can be removed but there will be a fee of £50.

## **7. Liability**

7.1 The client agrees to fully indemnify the provider for any theft or damage of the provider's equipment.

7.2 The provider accepts no liability for damage or loss of any personal property or any injury caused by the provider's equipment.

## **8. Set up/Photo Booth**

8.1 To set up the photo booth we require a minimum of 1 (one) hour prior to the start time agreed on your booking form.

8.2 If 8.1 is not possible, this time will run into your booked time reducing your use of the booth.

8.3 Idle time will be charged at £25 per hour should we not be able to set up the booth at the agreed time.