

**Reservation Fee:** Your reservation fee reserves your particular date, once received we will not take additional reservations for this time period. For this reason your deposit is not refundable. However, cancellations up to 60 days of event will receive a transferable voucher for the amount paid which we will honor for a full year from date of issue, providing that new date is available. Any cancellation made within 60 days of event date will incur a \$500 cancellation fee. Cancellation less than 30 days of event date will be responsible for full balance on contract.

**Payment:** Initial reservation fee to lock in your date, then balance is due the day prior to your wedding date. Any additional charges are due when finished program is delivered.

**Permission:** It is your responsibility to get permission of church, synagogue, park, hall, restaurant, or other officials to videotape. The deposit or monies paid are not refundable if clergy or officials prevent us from videotaping. We will abide by the rules of the church, synagogue, or other location director regarding camera placement. It is further understood that such rules or impositions may affect the quality of the video.

**Production:** AVS is the exclusive official videographer retained by client to cover event. AVS retains full and complete creative control over all aspects of the production and post production services for this event. Any changes, other than gross mistakes, will be charged at current hourly rates.

**Copy Right:** AVS retains all copy right and reproduction/duplication rights for this event. Any duplications, conversions, original tapes, edited masters and all sub masters whether whole or in part. We retain the right to use video, portions thereof or individual images for promotional or demonstration purposes and furthermore any images provided to us can be used for that same purpose either in print on video tape on disc or on the web.

**Liability:** We take extreme care to capture your event in the highest of quality, however we will not be held liable for the following: power failure, equipment malfunction, defective tape stock, weather, event lighting or DJ sound, others at your event with home video cameras, interference from guests, other contracted professionals or management.

**Delivery:** Delivery of your completed wedding program is normally 2 to 16 weeks after event, depending upon the package you have chosen and the time of year. Delivery is accomplished in one of the following forms: direct representative of Absolute Video Services, local courier, or UPS/USPS at no additional cost to you.

**Additional Expenses:** Add-ons, extras or additional hours not included in your package will be charged at current rates. In some circumstances charges will be added to offset parking, gratuities, admission, meals, hotel, car rental and travel to Chicago, Wisconsin, Indiana, Iowa or more than one hour each way from Batavia, IL. We are available to travel most anywhere and for travel outside of Illinois expenses will need to be paid in advance.

\*All prices and packages are subject to change without notice. If you book a package, that price and those services will be honored and fulfilled.

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