

**“A PROFESSIONAL VIDEO PRODUCTION  
COMPANY FOR CORPORATE, NEWS & EVENT  
VIDEOGRAPHY”**

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**77, Kelvedon Green, Kelvedon Hatch, Brentwood, CM15 0XG**

**SHOW BOOKING FORM/BOOKING CONDITIONS**

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Contact Number (s) Home/Office \_\_\_\_\_ Mob \_\_\_\_\_

**Date (s) of show** \_\_\_\_\_ **Show time (s)** \_\_\_\_\_

**Venue Name** \_\_\_\_\_

**Venue Address** \_\_\_\_\_

\_\_\_\_\_ **Post Code** \_\_\_\_\_

**EARLIEST ACCESS TIME AT VENUE** \_\_\_\_\_

**DVD PRICES (EACH) - SINGLE DVD DISC (2021) [PER PRODUCTION]**

MANNED CAMERAS	MIN ORDER 30	MIN ORDER 40	MIN ORDER 70
ONE	£15.00	£12.00	£10.00
TWO	£18.00	£15.00	£12.00
THREE	£28.00	£22.00	£18.00

**PLEASE NOTE THAT SHOWS IN EXCESS OF 2 ¼ HOURS MAY NEED TO BE MADE INTO A DOUBLE DVD DISC. - Price on application**

**PLEASE TICK YOUR MINIMUM ORDER QUANTITY IN THE TABLE ABOVE**

**Prices include filming, editing, design, print, duplication and delivery.**

## **BOOKING CONDITIONS**

- ✓ Clients agree to the **minimum order quantity** when making bookings.
- ✓ Full payment must be made on prior to delivery (or collection) of DVD copies
- ✓ Cheques must be paid to 'Unitronics' (BACS payments can be made – please request our bank details).
- ✓ During recording **NO** amateur photographs or Video must be taken. This includes smart phones, stills cameras, video cameras and tablets. **No professional flash photography during the show.**
- ✓ Unitronics Video Production will provide the client with a proof prior to printing of DVD covers. This must be approved by the client **before** printing commences.
- ✓ Free bulk order delivery of DVDs will be made by Unitronics or may be collected by the client.
- ✓ Additional DVDs may be ordered after the bulk delivery/collection. If DVDs need to be posted an extra charge of £1.50 per DVD will be made.
- ✓ **No DVDs** may be copied, resold, uploaded on-line, broadcast or shared on social media as this will breach copyright and may also contravene child protection and GDPR laws.
- ✓ *Unitronics can take **no responsibility** for the quality of Theatre lighting. Good video pictures rely on:-  
a) Predominantly **WHITE** lighting b) **Even** lighting over the entire stage area.*
- ✓ *Clients are advised to work with the theatre lighting technician for best results.*
- ✓ The liability of Unitronics to produce DVDs is limited to a full refund of all monies paid in the event of non attendance, technical breakdown or unforeseen illness.

PLEASE SIGN AND DATE BELOW TO CONFIRM THAT YOU HAVE READ AND ACCEPT ALL BOOKING CONDITIONS.

**THIS FORM MUST BE COMPLETED AND RETURNED WITHIN 14 DAYS TO SECURE YOUR BOOKED DATE. WE RESERVE THE RIGHT TO RE-ALLOCATE THIS DATE IF THIS FORM IS NOT RETURNED IN TIME.**

SIGNED \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_

DATE \_\_\_\_\_