

**“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 / MEMORY STICK PRICES (EACH) - (2022) [PER PRODUCTION]**

CAMERAS	MINIMUM (COMBINED DVD/MEDIA) ORDER <b>30</b>	MINIMUM (COMBINED DVD/MEDIA) ORDER <b>40</b>	MINIMUM (COMBINED DVD/MEDIA) ORDER <b>70</b>
ONE	£16.00	£14.00	£12.00
TWO	£18.00	£16.00	£14.00
THREE	£26.00	£24.00	£22.00

**When finalising order numbers please indicate how many DVDs and how many memory sticks are required.**

**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 accept and agree to the **minimum order quantity** when making bookings.
- ✓ Full payment must be made prior to delivery (or collection) of all 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 copies will be made by Unitronics or may be collected by the client if preferred.
- ✓ Additional DVDs / Memory sticks may be ordered after the bulk delivery/collection. Postage will be applied to all additional orders.
- ✓ **No DVDs/ Memory sticks** 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 video services 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 ON TIME.**

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

DATE \_\_\_\_\_