

**“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) - (2023) [PER PRODUCTION]

CAMERAS	MINIMUM (COMBINED DVD/MEDIA) ORDER 30	MINIMUM (COMBINED DVD/MEDIA) ORDER 40	MINIMUM (COMBINED DVD/MEDIA) ORDER 70
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 any DVD covers required. 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 _____

