



(843) 801-2630

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## Event Agreement

<b>Event Date:</b>	<b>Your Name (customer):</b>
<b>Event Address:</b>	<b>Your address:</b>
<b>Event Coordinator: Phone/email:</b>	<b>Your Phone:</b>
<b>Requested Arrival Time: Requested End time:</b>	<b>Your Email:</b>
<b>Type of Event:</b>	<b>Indoors or Outdoors?</b>
<b>Drone Videography Requested?</b>	<b>Would you like raw footage only, edited video, or both?</b>

Please describe your event, what you want to capture, and what you would like as a final product: \_\_\_\_\_

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If your event is a wedding, please list the the following information:

1. Bride/Groom Party arrival time:
2. Will the bride/groom be getting ready at the venue:
  - a. If yes, What time?
3. Is the ceremony outdoors?
  - a. Would you like drone videography?
  - b. If yes, please let me know if you would like drone videography during the ceremony.
4. Will there be a pre-ceremony cocktail hour?
5. Would you like to have the bride or groom wear a mic to record the ceremony/vows?
6. Will the bride/groom be taking photographs after the ceremony?
7. Will there be a post-ceremony cocktail hour?
8. How long is the ceremony?
9. How long is the reception?
10. Is the reception indoors or outdoors?
11. Would you like drone videography of the reception if outdoors?
12. Will there be a send-off?

**This agreement is made between C. Kellen Smith Videography and the Customer.**

**By signing below, the customer understands and agrees to the following terms:**

1. The customer attests that pre-approval has been received from the event venue for C. Kellen Smith Videography to record video at the venue of the above listed event during the above listed times. The customer also attests that the venue also is aware that drone videography (if requested by the customer) will be performed.
2. The customer understands that with the operation of a drone that there are certain “no-fly” areas, including airports, government facilities, areas deemed unlawful by state law or municipal ordinances, directly over large crowds, areas determined to be unsafe, etc. C. Kellen Smith Videography will notify the customer upon booking if the event location falls under one of these categories.
3. The customer has notified all guests and vendors attending the event that video recording will take place and the customer shall notify C. Kellen Smith Videography if any guests wish to not appear in video recordings. If a guest requests to not appear in video recording, the customer shall immediately notify C. Kellen Smith Videography. C. Kellen Smith shall not be held liable for any claims made once the content has been delivered to the customer. If requests are made during video recording, C. Kellen Smith will notify the customer of the request and will exclude and destroy that section of recording.
4. A Deposit of \$100 will be required upon booking C. Kellen Smith videography/photography services for your event. The deposit is 100% refundable up to 48 hours prior to the event start time. The deposit will become non-refundable if cancelled within 48 hours of the event.
5. Payment in full is due 48 hours prior to the event in the amount agreed upon between C. Kellen Smith Videography and the Customer. If payment in full has not been received 48 hours prior to the event, and no other payment arrangements have been made, C. Kellen Smith Videography reserves the right to withdraw videography/photography services for the above listed event and the deposit will not be refunded.
6. You may make your deposit online at [www.cksvideography.com](http://www.cksvideography.com) at the bottom of the page or by contacting C. Kellen Smith videography.
7. Payment methods accepted: Credit/Debit card, certified check, cash, or payment apps such as PayPal, Venmo, or Zelle. Please call to make credit/debit card or app payments. Checks can be mailed to C. Kellen Smith Videography at 1466 Fort Palmetto Circle, Mount Pleasant, SC 29466. Please do not mail cash, C. Kellen Smith videography will not be responsible for cash lost in the mail.
8. C. Kellen Smith videography reserves the right to use video content for promotional and/or advertisement purposes for C. Kellen Smith Videography.
9. Wedding videography covers 7-10 hours of shoot time, a 3-4 minute edited highlight video, plus all raw footage. Wedding videography is billed at a flat rate.
10. Please contact C. Kellen Smith Videography for a specific quote for your event prior to signing.

Deposit Amount: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_