



## EVENT CONTRACT

You have the option to complete the provided Google Form as an alternative to the formal contract. For any questions or concerns, please feel free to contact us via e-mail at [perezandthings@gmail.com](mailto:perezandthings@gmail.com).

### Personal Information

Full Name:	
Company/Organization (If Applicable):	
Phone:	E-mail:

### Event Information

Event Date:	Start Time:
Attendance / Projected Guest Count:	End Time:
Event Details:	
Venue Name:	
Venue Address:	

### Coordinator / Day-of / Additional Contact

If your event is scheduled in such a way that there will be an additional point of contact—such as a primary coordinator or day-of event contact—please provide their full name, phone number, and e-mail address below. This person will serve as the main point of communication in the absence of the primary client and will have the authority to make decisions related to the execution of the event.

Full Name:	
Title/Position:	
Phone:	E-mail:

### Payment & Booking Confirmation

*Booking(s) are not secured until an initial deposit of \$150.00 has been made.*

#### Select Your Package

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Basic (Digital Only)<br>1 hour   \$199         | <input type="checkbox"/> Starter (Digital Only)<br>2 hours   \$299 | <input type="checkbox"/> Premium (Digital Only)<br>3 hour   \$399      |
| <input type="checkbox"/> Premium+ (Digital + Prints)<br>3 hours   \$499 | <input type="checkbox"/> Deluxe (Digital Only)<br>4 hours   \$499  | <input type="checkbox"/> Deluxe+ (Digital + Prints)<br>4 hours   \$599 |
| <input type="checkbox"/> 360° Experience<br>1 hour   \$200              | <input type="checkbox"/> 360° Experience<br>2 hours   \$400        | <input type="checkbox"/> 360° Experience<br>3 hours   \$450            |
| <input type="checkbox"/> 360° Experience<br>4 hours   \$600             | <input type="checkbox"/> Custom Pose Package<br># hours   Varies   |  |

### Select Your Add-ons

- |  |  |
|--|--|
| <input type="checkbox"/> Additional Hour(s) of Service (\$150) | <input type="checkbox"/> 150 Physical Prints (\$75)                |
| <input type="checkbox"/> 300 Physical Prints (\$150)           | <input type="checkbox"/> 600 Physical Prints (\$300)               |
| <input type="checkbox"/> Unlimited Prints (\$600)              | <input type="checkbox"/> DSLR Camera Upgrade (\$200)               |
| <input type="checkbox"/> Keepsake Memory Book (\$75)           | <input type="checkbox"/> Red Velvet Ropes for Crowd Control (\$50) |

### Payment Method

- |                                |   |                                       |                                |
|--------------------------------|---|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Cash  | <input type="checkbox"/> Apple Pay      | <input type="checkbox"/> Cash App     | <input type="checkbox"/> Venmo |
| <input type="checkbox"/> Zelle | <input type="checkbox"/> Website/Online | Payment Handle (If Applicable): _____ |                                |

### Select Your Graphic Preference (Select 1 Per Row)

#### Layout Size/Type

- |   |                                       |   |                                       |
|---|---------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> 2x6 Photostrip | <input type="checkbox"/> 4x6 Vertical | <input type="checkbox"/> 6x4 Horizontal | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|---|---------------------------------------|

#### # of Poses / Photos in Layout

- |                                  |                                   |                                   |                                   |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 1 Photo | <input type="checkbox"/> 2 Photos | <input type="checkbox"/> 3 Photos | <input type="checkbox"/> 4 Photos |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|

**Graphic Theme:** Please describe what your theme is and any relevant details you may have. You can share an editable Canva link here and attach any applicable event graphics (.png format) for inspiration.

### Backdrop Selection (Refer to [poseokc.com](https://poseokc.com) under "Photobooth" in "Guide 101")

- |   |   |  |  |  |
|---|---|--|--|--|
| <input type="checkbox"/> Provide My Own | <input type="checkbox"/> Custom Request | <input type="checkbox"/> Aged Oak      | <input type="checkbox"/> Grassy Hedge  | <input type="checkbox"/> Spring Floral |
| <input type="checkbox"/> Champagne Gold | <input type="checkbox"/> Black Gold     | <input type="checkbox"/> Silver Lining | <input type="checkbox"/> Plain White   | <input type="checkbox"/> Baby Blue     |
| <input type="checkbox"/> Plain Black    | <input type="checkbox"/> Retro Hearts   | <input type="checkbox"/> Pink Feathers | <input type="checkbox"/> Pumpkin Faces | <input type="checkbox"/> Holiday Board |
| <input type="checkbox"/> Holiday Fire   | <input type="checkbox"/> Other: _____   |  |  |  |

### Venue Space & Set-up Conditions

- Will there be amicable head clearance of 9x8.5 ft to set-up the photobooth backdrop?
  - Yes
  - No
- Will we be placed indoors within 15-25 ft of an outlet and space for running extension cords if applicable?
  - Yes
  - No
- Will there be accessible/venue Wi-Fi to support the photobooth (back-up if our WiFi Hotspot doesn't work)?
  - Yes
  - No
- Does the event space allow at least 1 hour for set-up and 45 minutes for tear-down?
  - Yes
  - No

**Event Services Agreement:** This Agreement ("Agreement") is made and entered into by and between ("Client") and Perez and Things LLC / Pose OKC Moments ("Service Provider") as of the date of the last signature below. The parties agree as follows:

1. **Non-Refundable Safety Deposit:** A safety deposit of \$150.00 is required to secure the event date and is due upon signing of this Agreement. The safety deposit is non-refundable, except in the event of severe weather conditions or cancellation by the Service Provider. Severe weather conditions include, but are not limited to, extreme rainfall, hail, tornadoes, flash floods, or any other natural disasters that would prevent the Service Provider from fulfilling the event services. In such cases, the safety deposit will be refunded in full or applied to reschedule the event at the mutual agreement of both parties.
2. **Graphics Services & Proofing:** As part of the services provided, Perez and Things LLC / Pose OKC Moments includes the creation of event graphics, which may include promotional materials, event signage, digital content, and other related designs ("Graphics"). These services are provided at no additional charge as part of the agreed event package.
3. **Proofing & Client Approval:** Before any final graphics are produced or printed, proofs of the designs will be sent to the Client for review and approval. The Client agrees to carefully review the proofs for accuracy, including spelling, formatting, and design elements.
4. **Confirmation of Proof Approval:** Any response from the Client to the proof (whether in writing or via electronic communication) will be considered as the Client's confirmation that they have reviewed the graphic, approve it as correct, and agree to its finalization. The Client understands that any error not identified in the proof stage may not be corrected at no additional charge.
5. **No Reimbursement for Errors:** The Client acknowledges that the Service Provider is not responsible for any errors, omissions, or inaccuracies in the graphics once they have been approved by the Client. If an error is not identified in the proofing stage and the graphics are finalized and printed, the Client will be responsible for any costs associated with correcting or reprinting the materials.
6. **Event Cancellation and Rescheduling:** In the event of a cancellation by the Client, the Client agrees to notify the Service Provider at least 3 days in advance of the event.
7. **Limitation of Liability:** The Service Provider will make every reasonable effort to provide the agreed-upon services in a professional and timely manner. However, the Service Provider will not be liable for any delays or failure to perform caused by circumstances beyond their control, including but not limited to weather, force majeure events, or acts of God.
8. **General Terms:** This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, representations, or understandings. Any amendments to this Agreement must be in writing and signed by both parties. The Client may not transfer or assign this Agreement without the prior written consent of the Service Provider.

**Release & Liability Waiver:** I, the undersigned, understand and agree to the following terms and conditions related to the use of the iPad photobooth services provided by Perez and Things LLC / Pose OKC Moments:

1. **Assumption of Risk:** I acknowledge that my participation in the iPad photobooth activities at the above-referenced event involves inherent risks, including but not limited to, tripping, falling, or injury from the equipment. I voluntarily assume all risks, whether known or unknown, associated with my participation in these activities.
2. **Release of Liability:** I hereby release, discharge, and hold harmless Perez and Things LLC / Pose OKC Moments, its owners, employees, agents, and representatives from any and all liability, claims, demands, actions, or causes of action arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or any of my guests, whether caused by the negligence of Perez and Things LLC / Pose OKC Moments or otherwise, while participating in the photobooth activities.
3. **Indemnification:** I agree to indemnify and hold harmless Perez and Things LLC / Pose OKC Moments, its owners, employees, agents, and representatives from any and all claims, actions, damages, costs, and expenses, including attorney's fees, arising from or related to my participation in the photobooth activities, including any damage to the camera device or associated equipment caused by me or my guests.
4. **Use of Images:** I grant Perez and Things LLC / Pose OKC Moments the right to use, reproduce, and distribute any photographs or images taken during the event for promotional purposes, including but not limited to, social media, marketing materials, and the company website. I understand that I will not receive any compensation for such use.
5. **Responsibility for Supervision:** I acknowledge that it is my responsibility to supervise any minors or individuals requiring assistance who may be using the photobooth during the event. Perez and Things LLC / Pose OKC Moments is not responsible for supervising these individuals.
6. **Equipment Care:** I agree to treat the camera device and associated equipment with care and respect. I understand that any damage caused by me or my guests will be my responsibility, and I may be charged for repairs or replacement of damaged equipment.
7. **Acknowledgment and Agreement:** I have read and fully understand this Liability Waiver Form. I am aware that by signing this form, I am waiving certain legal rights, including the right to sue Perez and Things LLC / Pose OKC Moments. I sign this waiver voluntarily and without any inducement or assurance of any nature.

Signature:\_\_\_\_\_ Today's Date:\_\_\_\_\_

Your signature confirms your acceptance of the contract and all of its terms and conditions.