



Photo Booth Service Contract

Monica Lynne Photography
2234 Sunset Blvd Rear-Studio Steubenville, Ohio 43952
www.MLPhoto.biz
740-282-7428 or 304-670-2771

The following contract and its terms will set forth an agreement between ML Photo (provider) and _____ (client) the parties, for photo booth services outlined on the second page of this agreement.

This Contract sets forth the full, written intention of both parties and supersedes all other written and/or oral agreements between the parties.

Service Period

The Service Period will be the date and times listed on the second page of this agreement. ML Photo agrees to have the Photo Booth set up at least 15 minutes before the time agreed upon. (Should you require the booth to be set up earlier or you'd like the booth to have downtime, a \$25/hour downtime fee will be charged.) The Photo Booth will be operational for a minimum of 90% of the time set; occasionally operations may be interrupted for maintenance of the photo booth.

In order to protect expensive equipment, ML Photo reserves the right to refuse admission to guests who are unruly and/or have consumed excessive amounts of alcohol. Beverages will not be permitted in or around the Photo Booth. Should the photo booth be damaged in any way due to unruly guests or negligence on the part of the client or client's guest, ML Photo reserves the right to terminate the service period without refund.

Cost & Payment

The rental fee for the Photo Booth is \$100/hour, minimum 2 hours, within 30 miles of Steubenville, Ohio. Every 30 miles outside of Steubenville, Ohio is an extra \$25/hour. A deposit of \$100 is due at the signing of this contact to reserve your date. The remaining amount is due 7 days before the event. Client will pay a \$20 fee for any returned checks. The deposit is fully refundable when cancelled in writing by mail or e-mail at least 30 days prior to the event. If we are able to rebook the event, one half of the deposit will be refunded.

Access, Space & Power for Photo Booth

The Photo Booth is available **for indoor events only**[#]. Client will arrange for an appropriate space for the photo booth - 8' deep x 6' wide x 8' high - which must be near a working power outlet or provide an extension cord.

Date Changes & Cancelations

Any request for a date change must be made in writing at least 10 days in advance of the original event date. Change is subject to photo booth availability and receipt of a new Service Contract. If there is no availability for the alternate date the deposit will be subject to the terms above and event cancelled.

Model Release

Client agrees to, and understands the following: All guests using the photo booth hereby give ML Photo the right and permission to copyright and use photographic portraits or pictures of any photo booth user who may be included intact or in part, made through any and all media now or hereafter known for illustrations, art, promotion, advertising, trade or any other purpose. In addition, client hereby releases, discharges and agrees to save harmless ML Photo and the Photo Booth, from any liability that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including, without limitation, any claims for libel invasion or privacy. If you do not agree circle no: NO

Contact and Event Information

Name: _____
 Address: _____
 Phone: _____ Alt. Phone: _____
 E-Mail: _____
 Date of Event: _____ Time: _____ a.m./p.m. to _____ a.m./p.m.
 Type of Event: _____
 Venue Name: _____ This is an Indoor Event#
 Venue GPS Address: _____

Order Request

Item	Cost	Qty	Total
Photo Booth per hour (Min. 2 Hours)	\$100.00		
Events over 30 miles from Steubenville – add \$25/Hour	\$25.00		
Request for Booth Down Time** \$25/Hour (optional)	\$25.00		
Scrapbook for guest(s) of honor* (optional)	\$15.00		
Digital Images on CD sent to address above (optional)	\$25.00		
Box of Props & 2 photos strips per sessionx	No Charge	1	
	Total		
	Deposit		
Total Due at least 7 days prior to the event			

Have you contacted ML Photo about the availability of your date? ___ YES ___ NO (if NO, phone 740-282-7428)
 Would you like a message at the bottom of each photo strip? ___ YES ___ NO (if YES, fill in next line)
 What 3 or 4 words would you like on your Photo Booth Strip? _____
 What are the colors of your event? _____
 Do you want Color or B&W photos? _____ COLOR _____ Black & White
 How did you hear about us? _____

What the Photo Booth comes with...

- Photo Booth Attendant to set up, tear down and maintain the booth during your event
- Unlimited guest participation at no additional charge
- Two smudge free photo strips per Photo Booth Use (If you choose the scrapbook above, one strip will be for your guests & one strip for a scrapbook given to the *guest of honor – otherwise the guest(s) will receive both strips)
- Professional camera and printer to ensure quality prints
- Box of props for fun, playful photos

Client Signature _____ Date: _____

Please E- mail, fax or mail completed contract to

Monica Lynne Photography ^ 2234 Sunset Blvd. Rear – Studio ^ Steubenville, Ohio 43952

Phone: 740-282-7428 ^ Fax: 740-888-0088 ^ www.MLPhoto.biz ^ office@monicalynnephotography.com