

# FOREVER XPRESSIONS

## Photo Booth Rental Agreement

Venue Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Venue Address: \_\_\_\_\_

SETUP Time: \_\_\_\_\_ START Time: \_\_\_\_\_ END Time: \_\_\_\_\_

1 Hour is required for setup, 2 hours prior to start time is included, Idle charge is \$25 an hour.

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Client Name: \_\_\_\_\_ Email: \_\_\_\_\_

Client Cell Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_ Coordinator Cell: \_\_\_\_\_

### **Responsibilities to perform and provide:**

- Deliver a digital photo booth for use within the allotted time specified.
- Provide delivery, setup, removal, technical support, and 1 full time attendant.
- Provide a clean and well-maintained photo booth.
- If included, maintain and help guests assemble your photo booth scrapbook.
- Unlimited photo booth sessions with (2) 2x6 photo strips, fun props, and photo DVD.
- Upload your photos within 48 hours to a password protected web gallery.

### **Client Requirements:**

Client must provide a safe environment in which to operate. A flat, hard, solid, level space of 8'L x 8'W by 8'H must be provided to setup the photo booth. The photo booth must be able to be rolled into position, carrying the photo booth up stairs is not always possible, depending on model. An available 120V outlet must be within 10 feet of the booth. The space provided must be indoors or under a secure tent with NO risk to rain or water. Client will grant photo booth operator the sole discretion to prevent unauthorized persons from using the booth and the right to deny use to anyone who may disrupt or damage the booth.

**Client must provide a 6 foot table with linens for the scrapbook station and props table.**

### **Payment and Terms:**

A retainer fee must be paid to confirm and agree to a photo booth rental. The date of the event is required at the time of booking to be guaranteed the reservation. If the event date is not certain we will need to be notified as soon as you're contracted event location has been determined. We will provide the photo booth on this date if it is available. If we cannot provide a booth on this date, your retainer will be refunded. Client acknowledges all payments **MUST** be received at least **30** days before the scheduled event. If full and final payment has not been received by this time then all monies and retainer fee previously paid will be **forfeited**. No refunds are allowed under any circumstances. In the event of an emergency or act of god and the event date needs to be changed we will attempt to accommodate your changes if the photo booth is available.

### **Setup Time/Idle Time:**

Up to 2 Hours prior to event start time is included for setup purposes. Setup times greater than 2 hours prior to event start time must be charged at the idle time rate of \$25 per hour. Once the Photo Booth starts, it must run till completion.

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## Photo Booth Failure/ Major Rain Storms/ Hurricanes:

In the event the photo booth is damaged and non operational at your event, a FULL refund will be given by check in the mail. In the event the photo booth cannot be delivered due to an accident, medical emergency, or any other reason outside of our control, a FULL refund will be delivered by mail. If the photo booth or printer malfunctions during the event a **PRORATED** portion of the unused rental time will be refunded to you by mail. If the photo booth cannot function for half the time, then half the rental price will be refunded. In the event of a major storm or hurricane on your wedding date, client is here by advised of the possibility the photo booth cannot be delivered or a power outage may occur. If client cancels the wedding or reception due to these conditions they will be allowed to choose another date without penalty. If the client still wants the photo booth delivered regardless of the storm, but a power outage occurs, or highways are closed and inaccessible, no refunds will be granted. \_\_\_\_\_

## Client Options:

1. Will client provide a vendor meal for the operator? (Meal Not Required) Yes\_\_\_\_\_ No\_\_\_\_\_
2. Will client allow event personnel (DJ, Photographer, Etc) in Booth? Yes\_\_\_\_\_ No\_\_\_\_\_
3. Can client photos (not guests) be used for advertising and promotion? Yes\_\_\_\_\_ No\_\_\_\_\_

## Circle Which Model of Photo Booth:

Standard Booth      Ultra Social Booth      Open Photo Kiosk      FX Signature Wrapped  
mini Booth      Ultra Social Booth w/Kiosk      Social Kiosk-NoPrints      FX Signature Kiosk

## Photo Booth Enhancements and Options:

- Red Carpet (3'x15') \$100
- Stanchions and Red Ropes (4 x 2) \$100      Rental \$ \_\_\_\_\_
- LED Inflatable Booth with 2 up lights \$150
- Social Media Kiosk (Facebook, Instagram, Twitter) \$150      Enhancements \$ \_\_\_\_\_

Special Notes/Requests: \_\_\_\_\_      Sales Tax      % \$ \_\_\_\_\_

\_\_\_\_\_      Subtotal \$ \_\_\_\_\_

\_\_\_\_\_      Less Retainer Fee \$      100.00

\_\_\_\_\_      Grand Total Due 30 days Prior \$ \_\_\_\_\_

By signing this contract client has confirmed he or she has read the agreement and agrees to the terms of the rental agreement and understands the requirements of both parties. Client understands **final payment** is required **30** days prior to the event date and retainer fees are non-refundable under any other circumstances.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forever Xpressions: \_\_\_\_\_ Date: \_\_\_\_\_

Retainer Paid     Full Payment received     Awaiting Retainer Payment 7 day hold

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## **Scrapbook Options:**

Standard Scrapbook (Included): Black cloth exterior with 20 black pages with silver pens \_\_\_\_\_

\$75 Upgrade Premium WHITE RED BLACK Leather scrapbook with 50 black pages \_\_\_\_\_

**Prop Rentals:** Standard props: Funny Hats, Glasses, Signs, Lips and Mustaches on Stick, and Inflatable Instruments.

Include Standard Prop Rentals \_\_\_\_\_ NO PROPS \_\_\_\_\_

DO NOT bring these Props: \_\_\_\_\_

**Additional Photo DVDs:** 1 DVD is included with your rental, additional copies can be ordered.

Extra Photo DVD Qty \_\_\_\_ x \$20 = \$\_\_\_\_.\_\_\_\_

## **Entry Curtain Color:**

Hollywood Red Velvet \_\_\_\_\_ Black w/Black Polka Dot \_\_\_\_\_ Metallic Silver \_\_\_\_\_ Metallic Gold \_\_\_\_\_

Metallic Bronze \_\_\_\_\_ Blue Suede \_\_\_\_\_ White Suede \_\_\_\_\_

**Background Color:** This color is used as the background inside of the Photo Booth.

Silver\_\_\_\_, Gold\_\_\_\_, Hot Pink\_\_\_\_, Turquoise\_\_\_\_, Blue\_\_\_\_, Orange\_\_\_\_, Red\_\_\_\_, Black\_\_\_\_,

**Open Air Only:** Silver Sequins\_\_\_\_, Gold Sequins\_\_\_\_

**Photo/Video Booth Extras:** Photo Booth Photos are inserted into a custom slide show.

DVD Slide Show Movie - Qty\_\_\_\_ x \$50 = \$\_\_\_\_.\_\_\_\_ Music Choices\_\_\_\_\_

Photo Video Booth Only: Additional Fusion DVDs - Qty\_\_\_\_ x \$75 = \$\_\_\_\_.\_\_\_\_

## **LED Photo Booth Enclosure Upgrade Features:**

LED Up Light Colors \_\_\_\_\_ Internal LED Light Colors \_\_\_\_\_

**Online Hosting Yes/No:** \_\_\_\_\_

Guests Photo Gallery Password: \_\_\_\_\_

## **Photo Strip Layout/Text/Graphics**

How many photos on each strip: 3 \_\_\_\_\_ or 4 \_\_\_\_\_

Footer Text/Design: \_\_\_\_\_

Bride/Client Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Extras Total: \$\_\_\_\_.\_\_\_\_