

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.

Guest of Honor: _____ Party Type: _____

Client Name: _____ Email: _____

Client Cell Phone: _____

Billing Address: _____ City: _____ ZIP: _____

Event 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.

FOREVER XPRESSIONS

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 event 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 event 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 Wraped
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

FOREVER XPRESSIONS

Scrapbook Options:

Standard Scrapbook (If 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: _____

Client Name: _____ Event Date: _____ Extras Total: \$ ____.