



DOCUMENTED VIDEO PRODUCTIONS

## CONTRACT

### Contact Information

Name:	
Address:	
Home Phone:	
Cell Phone:	
E-mail:	

### Information about Event

Occasion:	
Date and time of Occasion:	
Honoree Name(s):	
Ceremony or Reception Inside or Outside:	
Coverage Start Time:	
Coverage End Time:	
Estimated # of Guests and color theme:	
Ceremony Address:	
Reception Address	
Event Coordinator Contact information	



**Package Options: Please Select Below.**

	<b>Classic</b>	<b>Premium</b>	<b>Legacy</b>
<b>Camera</b>	<p>Video Equipment Professional quality video production camera</p> <p>Audio 1 wireless lavalier microphones (Perfect to mic officiant) Boom Microphone</p> <p>Lights Dimmable LED White or colored light system</p> <p>Compilation Import, back up and store media Edit media into sequences and export Upload media online</p> <p>Short and Long Videos Create 1 Minute Highlight In addition to the full event with the sounds of your special day</p> <p>Deliverables Digital Copy of event</p>	<p>Video Equipment Professional quality video production camera with Gimbal fluid head stabilization system</p> <p>Audio 2 wireless lavalier microphones Boom Microphone Audio Recorder</p> <p>Lights Dimmable LED White or colored light system</p> <p>Compilation Import, back up and store media Edit media into sequences and export Upload media online</p> <p>Short and Long Videos Create 3-4 Minute Highlight with music of your choice to be shared on YouTube In addition to the full event with the sounds of your special day</p> <p>Deliverables Digital and Hard Copy of full event</p>	<p>Video Equipment Professional quality video production cameras with full frame prime lenses as well as Gimbal fluid head stabilization system</p> <p>Drone Coverage (With permission from venue)</p> <p>Audio 2 wireless lavalier microphones Boom Microphone Audio Recorder</p> <p>Lights Dimmable LED White or colored light system</p> <p>Compilation Import, back up and store media Edit media into sequences and export Upload media online</p> <p>Short and Long Videos Create 3-4 Minute Highlight with music of your choice to be shared on YouTube In addition to the full event with the sounds of your special day</p> <p>Deliverables Digital and Hard Copy of full event</p>
<b>Hours</b>	<b>4 hours of coverage</b>	<b>5 Hours of coverage</b>	<b>8 hours of video coverage</b>
<b>Price</b>	<b>\$2000</b>	<b>\$2500</b>	<b>\$3500</b>
<b>*Star Choice*</b>			



Requested music for highlights

**Fast Song: 1<sup>st</sup> Choice**

Artist:

Name:

**Fast Song: 2<sup>nd</sup> Choice**

Artist:

Name:

**Slow Song: 1<sup>st</sup> Choice**

Artist:

Name:

**Slow Song: 2<sup>nd</sup> Choice**

Artist:

Name:

Note: If the song of your choice is flagged, blocked, or muted online we can swap the song for something else. It will not be a problem on your DVD or USB but when posting online some songs are subject to copyright issues.

**Additional Services**

Check box(es) below to add to package.



DOCUMENTED VIDEO PRODUCTIONS

**Drone Coverage**

\$200

- Aerial HD angle
- Built in stabilizer and gimbal
- Great for photo sessions
- Edited into video

**Family Photo Session**

\$250

- Photograph event
- Provide pictures on USB or DVD
- Professional quality DSLR camera

**Equipment Rental**

- DVD player: \$50
- 10x10 projection screen: \$150
- LED Projector: \$150
- 50 ft. cables and adapters: \$50

**Blue Ray Disc**

\$50

- Custom printed cover
- Packaging and postage
- Video menu navigation
- Includes event video in full HD

**DVD Disc**

\$20

- Custom printed cover
- Packaging and postage
- Video menu navigation
- Includes full event on DVD

**USB of Event**

\$25

- Full event in HD
- Highlights in HD
- Chapter marker navigation

**Photo Montage**

\$500

- Up to 400 images
- Edit music, text, and animation
- Export and upload online
- DVD of photo montage

**OVER TIME 1hr**

\$300

- Oh no, your event has gone longer than expected, no worries we can stay longer to document your special moments on video.
- Up to 1 hour of video coverage

**Event Video Invitation**

\$300

- Create a custom invitation
- Filming and editing included
- 1 minute in length

**Cassette Tape to digital CD USB or MP3**

\$25

- Play audio tape in real time
- Capture media onto computer
- Convert and burn onto CD
- Digital file on dropbox

**Mini DV/Hi-8 to DVD**


\$25

- Play VHS tape in Real Time
- Capture media onto computer
- Convert and burn onto disc
- USB or external hard drive optional
- Optional share online

**VHS to DVD**

\$25

- Play VHS tape in real time
- Capture media onto computer
- Convert and burn onto DVD
- USB or external hard drive optional
- Optional share online

 Total (Additional Services): \_\_\_\_\_



**Referral Review Program:** Complete this form, and you will receive \$50 towards your next event with Documented Video Productions!

How would you grade your video services? Circle one:                    A   B   C   D   E   F

Did you enjoy the music selection? \_\_\_\_\_

Would you refer this videographer to anyone else?

Circle one:            Yes            No

If yes, please write 3 contacts below:

Name:

Email:	
Phone:	

Name:

Email:	
Phone:	

Name:

Email:	
Phone:	



**Payment Terms**

Select 1 Option Below.

<input type="checkbox"/>	<p><b>Option 1:</b> Paid in full 30 days prior to event.</p>	<ul style="list-style-type: none"> <li>• Total fee estimated including add-on options: \$_____</li> </ul>
<input type="checkbox"/>	<p><b>Option 2:</b> Deposit of 50% of the total due immediately, and 50% remaining balance due the day of the event.</p>	<ul style="list-style-type: none"> <li>• One-half total fee \$_____ due now.</li> <li>• One-half total fee \$_____ plus any overtime hours due at conclusion of reception.</li> </ul>

**Please send event invitation along with signed contract to be featured on DVD cover.**

**Cash APP or VENMO Username @Documentedvideo**

**Contract is accepted by:**

**Client:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Videographer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above named persons who have signed this form hereby agree to engage Documented Video Productions for video graphic services for the events selected based on the terms herein. Once your deposit has been received, Documented Video Productions will sign and return a copy of the agreement for your records.

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Documented Video Productions  
 David Hercenberg  
 6909 Copperbend Lane Baltimore, MD 21209  
 Cell: 443.845.5554 Email: Documentedvideopro@gmail.com  
[www.DocumentedVideo.com](http://www.DocumentedVideo.com)



## Disclaimer:

- Videographer will maintain proper decorum in regard to volume, language, dress, etc. at all times.
- Videographer makes every effort to fulfill commitment, but cannot perform outside causes beyond videographer's control.
- Once media is delivered and client is satisfied Documented Video Productions is permitted to use for promotional purposes.
- Videographer must be informed as to any potential problems including inclement weather, alternative locations, electrical power availability, civil disturbance, etc. Documented Video Productions is not responsible to film under inclement weather conditions, which could damage the integrity of video equipment.
- In the event other vendors at the event want to have clips of themselves working, Documented Video can share media with them.
- Videographer reserves the right to cancel or reschedule engagement in the event of catastrophic accident, illness, transportation problems, or other unforeseen difficulties, which could arise as an "Act of God."
- Final video length is dependent upon duration of ceremony, speeches and various traditions at event.
- Average turn around time is 1-4 months depending on package and time of year of event.
- If videographer does not arrive as scheduled you are entitled to refund of deposit.
- Documented Video Productions carries general liability insurance and can supply to venue by request.
- Food and décor clips are not always captured in video unless requested ahead of time.
- In the event the venue has valet parking Documented Video reserves the right to utilize services to help load and unload gear.
- In the event of postponement or cancellation 90 days or less before event, the deposits paid are non-refundable.
- In the event of divorce or unforeseen situation after event, remaining balance must still be paid in full.
- Documented Video Productions will make every effort to ensure proper production of acceptable video images. However, in the event of equipment or other failures, should Documented Video Productions fail to comply with this contract, Documented Video Productions is only limited to a refund of deposits.
- COVID: If covid prevents event from happening or Act of God client is eligible for 50% deposit refunded/50% as a credit
- Additional edits upon request can be made, however additional charges may incur.
- Duplication of this video is prohibited. All copies are to be made by Documented Video Productions.
- Videographer will make every effort to ensure a smooth, timely, and enjoyable engagement.

## **GENERAL TERMS AND CONDITIONS**

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Documented Video Productions  
David Hercenberg  
6909 Copperbend Lane Baltimore, MD 21209  
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[www.DocumentedVideo.com](http://www.DocumentedVideo.com)



**GENERAL TERMS:** In exchange for the indicated fee, Documented Video, The Producer, agrees to produce a DVD for the client, as signed below. Client engages the Producer to make a DVD for private home use. DVD is a copyright of Documented Video; Camera original and master files and materials remain the property of Producer. Broadcasting, cablecasting, webcasting or any use of the DVD that may result in revenue or wide distribution requires Producers written approval. Unauthorized copying is prohibited.

**RESERVATION FEE, PAYMENTS, and CANCELLATION:** A signed contract and non-refundable reservation fee are required to reserve the specified coverage. Upon receipt of this fee and contract, the Producer shall reserve the date, time and production personnel. Client agrees to make all specified payments in a timely manner. In the event of postponement or cancellation of this contract the reservation fee is non-refundable.

**MATERIALS AND EQUIPMENT:** Producer takes the utmost care to insure the materials and equipment used will operate to your satisfaction. However, in the event that the Producer fails to comply with the terms of this contract due to any event or act outside of the control of Producer, the liability is limited to the refund of the reservation fee paid.

**CLIENT RESPONSIBILITY:** The client hereby assumes responsibility for his/her guests and agrees to maintain conditions that will not inhibit the performance of the Producer, nor cause injury, loss or damage to the crew or their equipment.

**MEALS:** Producer suggests that CLIENT will provide the same meal offered to any other vendor served during the event.

**CLIENT- FURNISHED MATERIALS:** Photographs, artwork, videotapes, DVD's, recordings, or other Client-furnished materials are due on or before the event date. Failure to comply will be subject to additional editing rates of seventy-five (\$75) per half hour of time to re-edit video to include these materials. Although Producer takes utmost care with these materials, Producer's responsibility for lost or damaged materials extends only to the cost of raw stock and processing.

**RIGHTS TO INCLUDED MATERIAL:** Client warrants that he/she has the legal rights to anything Producer will videotape including live action, voices, photographs, audiotapes, CDs, DVD's, videotapes, or any other elements delivered to Producer for inclusion in the production. Client shall indemnify and hold Producer harmless for any loss, damage, or liability for any infringement of any rights arising from the viewing use or sale of DVDs that Client hires Producer to produce, edit, or duplicate.

**EDITING:** Original material will be edited at Producer's artistic discretion. Any requested stylistic changes shall be considered Additional Editing subject to additional editing rates of \$75 per half hour of time to re-edit video. Technical adjustments, misspellings of names or titles, video or audio glitches, will be corrected at no charge.

**COMPLETION AND PAYMENT FOR SERVICES:** The DVD will be completed approximately ten - twelve (10-12) weeks after the event. Actual completion time may vary based on seasonal workload, specific requirements of the assignment, or unforeseen circumstances affecting the editing. No DVD, either in progress or completed, may be taken from the office or studio unless all balances are paid in full. A service charge of \$35.00 will be charged for any dishonored checks. In the event client fails to pick up DVD and pay balance due within fifteen (15) days of notification of DVD completion, then a late penalty shall be assessed in the amount of ten dollars (\$10.00) per week until payment is made.

**ACCEPTANCE OF DVD:** Client shall view the completed DVD **within One Week** of delivery and advise Producer of any TECHNICAL ADJUSTMENTS or ADDITIONAL EDITING changes required by client. If the Producer is not contacted by client **within One Week** of receipt of the completed DVD, the DVD shall be deemed accepted as received by client with all claims waived.

**DEFAULT BY CLIENT:** In the event of default by client of any provision of this agreement, client agrees to pay all costs of collection, interest at the rate of one and one half (1.5) percent per month or eighteen (18) percent per annum from the date of default and Producer's reasonable attorney's fees.

**BINDING AGREEMENT:** Client acknowledges that signing this document he/she has entered into a binding agreement with Documented Video and that any dispute between the parties shall be governed by the laws of the State of Maryland.