

VIDEO RECORDING POLICIES & PROCEDURES

DEPOSIT: In order to secure a reservation for the Sapphire, Ruby, Emerald, and Diamond Video Package, a non-refundable deposit of 50% is due and payable within (15) days of making the booking.

If booking any of the four (4) Video Packages within (30) days of the event date, a full non-refundable payment will be due and payable immediately upon reservation. If booking any of the four (4) Video Packages within (48) hours of event date, a full non-refundable payment is required to be made.

BALANCE: The balance of a SAPPHIRE, RUBY, EMERALD, or DIAMOND Video Package will be based on the cost specified by each package, less the non-refundable deposit paid, plus any additional charges or taxes incurred, and will be due no later than (30) days prior to your event date.

Additional Video Recording Time may be requested during the event. Time is subject to availability and charges can be collected during or after the event, and prior to delivery of the final product.

* If full payment has not been secured within the specified timeframe, 21st Century Productions reserves the right to cancel service for the event and retain the non-refundable deposit, and in some cases retain the entire payment.

PAYMENT: Payment, based on the anticipated charges for your function, shall be made in full by cash, money order, check or credit card payment via paypal to:

21st Century Productions
3621 Asiago Court
North Las Vegas, Nevada 89032
(702) 759-0404 Phone/Fax (702) 203-8117 Cell Phone

LIABILITY: Customer agrees to protect, indemnify, defend, and hold harmless 21st Century Productions employees and agents against all claims, losses or damage to personal or property, fines, and costs, arising out or connected with the services provided within the scheduled function and facilities, except those claims arising out of sole negligence or willful misconduct of 21st Century Productions representatives. The Guest is responsible for all claims, losses or damage to personal or property of 21st Century Productions arising or connected with the services provided within the scheduled function, if caused by the Guest, invitee or agent of Guest or any independent contractor hired by the Guest.

PROPERTY: All material written, produced, recorded, edited, or choreographed through 21st Century Productions becomes property of 21st Century Productions in its entire ownership, unless noted and agreed otherwise by 21st Century Productions and the customer. Original MiniDV tapes used during the project may be purchased from 21st Century Productions.

21st Century Productions will deliver the final version of the event on VHS and DVD format to the client within 6 -12 weeks, depending on the length of the event. An original copy of the event will be stored for (2) years after the event video has been presented to the client.

OBLIGATIONS: If our obligation under this agreement is not met for any reason beyond our control, our failure is completely excused. We may choose to find alternative arrangements or may cancel this document by returning your deposit. The following is a partial list of events that, if they occur, would be considered reasons beyond our control: strikes, labor disputes, accidents, lack of goods or supplies, acts of war and acts of God.

SERVICE CHARGES: 21st Century Productions commits to perform in a professional level, providing the services detailed in each Video Package. The following is a list of possible service charges in which one or more may apply to this contract:

- * Change of Location without a (15) day notice. \$50.00
- * Change of Scheduled Time without a (30) day notice. \$50.00
(Subject to availability and deposit may be kept)
- * Change of Scheduled Date without a (30) day notice. \$50.00
(Subject to availability and deposit may be kept)
- * Additional Recording Time. \$400.00/hr.
(Subject to availability)
- * All Packages must be scheduled within (20) miles of the Las Vegas Area. Any Project scheduled over (20) Miles and up to (50) miles away from the Las Vegas Strip, Must pay a traveling fee. Example (Red Rock Canyon, Bonnie Springs, Mt. Charleston, Boulder City, etc.) \$250.00
- * All Packages scheduled over (50) miles outside the city of Las Vegas, must pay an out of town fee along with all accommodations (Transportation, Lodging, Food & Beverages) \$250.00

The service "Reception*Projection On Screen" is subject to restrictions from some hotels.

CANCELATION CHARGES: Should it be necessary to cancel your function, the following policy concerning refunds will apply for all Video Packages:

- 31 Days or More Prior to Event – Cancellation for All Video Packages of (31) Days or more prior to your event will result in the loss of the entire 50% non-refundable deposit.
- 30 Days or Less Prior to Event – Cancellation for All Video Packages of (30) Days or less prior to your event will result in the loss of 100% of payment made. In addition, 21st Century Productions retains the right to bill client for any uncollected charges at the time of cancellation.

COMMENTS/CHANGES:

ACKNOWLEDGEMENT:
I Acknowledge receipt of 21st Century Productions policies and agree to fully adhere to them.

Signature

Date