

EVENT VIDEO RECORDING POLICIES & PROCEDURES

DEPOSIT: In order to secure a reservation for our PHOTO and/or VIDEO SERVICES, a non-refundable deposit of 50% is due to reserve the date and time.

If booking our Photo and/or Video Services within (90) days of the event date, a 50% non-refundable payment is due and payable immediately upon reservation and the remaining balance is due prior to delivery of the Photo and/or Video Files.

BALANCE: The balance of an Event Photo and/or Video Service will be based on the cost agreed for the project, less the non-refundable deposit paid, plus any additional charges incurred, and will be due prior to delivery of Photo and/or Video Files.

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, Personal Check, Cashier's Check, Zelle and PayPal via the Internet to:

21st Century Productions
3621 Asiago Court
North Las Vegas, NV 89032
(702) 203-8117

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 and the Customer in its entire ownership, unless noted and agreed otherwise by 21st Century Productions and the Customer. All Recording material and RAW Video and Photos used during the project may be purchased from 21st Century Productions.

21st Century Productions can deliver the RAW video files on a Hard Drive provided or purchased by the client and the edited video files of the event can be sent on DVD and/or Flash Drives depending on the video file formats needed by the client within an estimated 4-12 weeks depending on the project and agreement.

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 CHARGE: 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. \$100.00 - \$400.00/hr
(Subject to availability)
- * All services scheduled outside the city of Las Vegas, NV must pay for travel distance and expenses.
(Fee starts at \$100.00 and depends on travel distance and time)

CANCELATION CHARGES: Should it be necessary to cancel your function, the following policy concerning refunds will apply for all Event Photo and/or Video Services:

- 31 Days or More Prior to Event – Will result in the loss of the entire 50% non-refundable deposit.
- 30 Days or Less Prior to Event – Will result in the loss of 100% of payment made. In addition, 21st Century Productions retains the right to bill the 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