



Please complete using block capitals ensuring your names are correct as they will be used within the wedding film.

Booking Sheet

Name: - &

Address: -
.....
.....

Contact Numbers: - & &

Email Address: -

Date of Wedding: -

Venue of Wedding: -
.....
.....
.....

Later Moving To: -
.....
.....

Extra Notes: -
.....
.....
.....

What Collection are you booking? (Circle)	Collection 1 £749.00	Collection 2 £949.00
Additional Personalised USB & Wooden Presentation Box (£50.00): -	Yes Please	No Thanks
Additional Standard wooden USB (£20.00): -	Yes Please	No Thanks
Additional Standard wooden USB in a Wooden box (£30.00): -	Yes Please	No Thanks

Where did you find me?



Terms & Conditions

These terms and conditions form part of the booking procedure and need to be signed by the bride or groom, respective family member, or wedding organiser, and returned together with the booking form within one week of receipt please.

- To confirm the booking a non-refundable/non-transferable fee of £150 is required along with a completed booking form. This £150 fee will be deducted from the overall cost of the service provided.
- The remaining balance must be paid 4 weeks before the date of your wedding. An additional cost may be incurred if payment is not received by the due date.
- Your music selection for your wedding Film is required at least 3 weeks before the date of the wedding - this can be sent with the final payment.
- Cancellations are to be notified by eight weeks before the wedding and acknowledgement confirmed by A Perfect Memory. After this period, the full outstanding balance will be required.
- On the day of your wedding one meal will be requested during the wedding breakfast.
- A Perfect Memory cannot be held responsible for circumstances beyond our control ie. foreclosure of church or civil ceremony and reception venue, weather/natural disasters and therefore full payment will still be due.
- In the event of technical failure on the day, every effort will be made to rectify the situation, failing that a refund will be given.
- Any photographs taken on your wedding day will not be sold to you. They are used for the benefit of the wedding film only.
- Goods will be supplied within 8 weeks of the event(s).
- Delivery of your wedding USB's will be made by signed post.

I confirm that I have read and accept the above terms and conditions.

Signed:

Dated:

Print Name:

Date of Wedding:



DATA PRIVACY & PROTECTION STATEMENT

Who we are

At A Perfect Memory, we are committed to maintaining the trust and confidence of our visitors to our web site. In particular, we want you to know that we are not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. We just don't do that sort of thing. But just in case you don't believe us, in this Privacy Policy, we've provided lots of detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Types of data we collect

For the purposes of providing the service as outlined within this event booking we will collect the following details: **Full Name/s, address/s, telephone number/s, email address/es, name of key people involved in the event.**

This information is held on our booking system and email system, we may also store this data on Google Calendars

Mailing Lists

We do not produce any newsletters or send emails to any mailing lists, however we may send an email from time to time requesting a testimonial, a review or a vote in an industry award.

Third Parties

We will not share your personal information with third parties. We do store your data on a number of cloud-based platforms as part of our standard service processes, once you are a customer we will store booking details using a diary, a hard drive and the original booking forms being stored in our office. If you use our card reader facility this is provided by SumUp (<https://sumup.co.uk/privacy/>).

Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer Ben Pope at benpope@aperfectmemory.co.uk.

Please sign and date below to indicate your acceptance of this terms and our data policy, please also tick the box below to provide us with explicit consent to use your data as detailed above.

Name:

Signature: Date:

I consent to A Perfect Memory storing my personal data as detailed in their data privacy statement.



Song Choices: - Keep this sheet I will not request it until 4 weeks before your wedding

There will be parts on your wedding film that will require songs selected by yourselves that will be edited with the footage captured on your wedding day.

If you are able to send me the music via email / wetransfer / Dropbox our account to share the folder with is benpope@aperfectmemory.co.uk

The tracks I will require will be used for:

- 1) Arrival of the Guests
- 2) Photos in the Garden
- 3) Build up to First Dance
- 4) First Dance
- 5) Bonus Track
- 6) Bonus Track
- 7) Bonus Track (Party)
- 8) Review of the day – This will include music I have licenced to enable it to be posted online.



Terms & Conditions (For you to keep)

These terms and conditions form part of the booking procedure and need to be signed by the bride or groom, respective family member, or wedding organiser, and returned together with the booking form within one week of receipt please.

- To confirm the booking a non-refundable/non-transferable fee of £150 is required along with a completed booking form. This £150 fee will be deducted from the overall cost of the service provided.
- The remaining balance must be paid 4 weeks before the date of your wedding. An additional cost may be incurred if payment is not received by the due date.
- Your music selection for your wedding Film is required at least 3 weeks before the date of the wedding - this can be sent with the final payment.
- Cancellations are to be notified by eight weeks before the wedding and acknowledgement confirmed by A Perfect Memory. After this period, the full outstanding balance will be required.
- On the day of your wedding one meal will be requested during the wedding breakfast.
- A Perfect Memory cannot be held responsible for circumstances beyond our control ie. foreclosure of church or civil ceremony and reception venue, weather/natural disasters and therefore full payment will still be due.
- In the event of technical failure on the day, every effort will be made to rectify the situation, failing that a refund will be given.
- Any photographs taken on your wedding day will not be sold to you. They are used for the benefit of the wedding film only.
- Goods will be supplied within 8 weeks of the event(s).
- Delivery of your wedding USB's will be made by signed post.