

## **Fotogenie HeartPod Booking Terms and Conditions**

- 1. The contract confirms and sets out in full the agreement made between the Client and Fotogenie and is binding.**
- 2. A non-refundable deposit, usually £50, is required to confirm the booking.**
- 3. The full remaining balance of the booking is required to be paid in full no later than 4 weeks prior to the event by bank transfer. Cash on the day can be accepted by prior agreement with Fotogenie.**
- 4. If this booking is subsequently cancelled by the client, the following cancellation fees will apply: Within 60 days of the event, 50% of total cost. Within 30 days 100% of total cost. Cancellation will only be accepted in writing.**
- 5. The Client shall ensure that Fotogenie are able to gain access to the venue and unload our equipment within 15m of the entrance door.**
- 6. The Client shall ensure that the necessary facilities such as electricity are available to allow Fotogenie to set up. Fotogenie shall use reasonable endeavors to observe all health and safety rules and regulations, and any other reasonable security requirements that apply at the premises and that have been communicated to Fotogenie.**
- 7. The Client is to provide a safe, suitable area for the HeartPod. Fotogenie are unable to move their equipment once setup. The Client shall provide supervision of persons attending the function and shall evict any persons causing a nuisance to the HeartPod or it's accessories.**
- 8. The Client will pay for any loss or damage in full, caused to the HeartPod or the props, by persons attending this function.**
- 9. Any hours or part hours after the contract finish times will be charged at £75.00 per hour.**
- 10. Fotogenie will arrive to set up the HeartPod approximately 1 hour prior to the agreed start time. Should you require an earlier set up than this a waiting fee of £25 per hour will be charged.**
- 11. The HeartPod will not operate past 11pm without prior written agreement between Fotogenie and the Client.**

## Fotogenie Magic Mirror Booking Terms and Conditions

1. The contract confirms and sets out in full the agreement made between the Client and Fotogenie and is binding.
2. A non-refundable deposit, usually £50, is required to confirm the booking.
3. The full remaining balance of the booking is required to be paid in full no later than 30 days prior to the event by bank transfer. Cash on the day can be accepted by prior agreement with Fotogenie.
4. If this booking is subsequently cancelled by the client, the following cancellation fees will apply: Within 60 days of the event, 50% of total cost. Within 30 days 100% of total cost. Cancellation will only be accepted in writing.
5. The Client shall ensure that Fotogenie are able to gain access to the venue and be able to unload the mirror not more than 10m from the entrance door.
6. The Magic Mirror CANNOT be taken up OR down stairs and it is the client's responsibility to check that no stairs are required for access prior to booking the Magic Mirror. Fotogenie reserves the right to withdraw from the event if the access terms are not met upon arrival with only half of the total cost being refunded to the Client.
7. The Client shall ensure that the necessary facilities such as electricity are available to allow Fotogenie to set up the Magic Mirror. Fotogenie shall use reasonable endeavors to observe all health and safety rules and regulations, and any other reasonable security requirements that apply at the premises and that have been communicated to Fotogenie.
8. The Client is to provide a safe, suitable area for the Magic Mirror. Fotogenie are unable to move their equipment once setup. The Client shall provide supervision of persons attending the function and shall evict any persons causing a nuisance to the Magic Mirror or persons attending.
9. The Client will pay for any loss or damage in full, caused to the Magic Mirror, LOVE letters or the props, by persons attending this function.
10. If unlimited prints are included within the agreed package, this refers to prints for adults during the duration of hire. Children under 16 will be limited to 2 prints. All images taken, whether they are printed or cancelled, are included on a USB for the client following the event within 30days.
11. Due to GDPR Regulation implemented May 2018, Fotogenie will not post images taken by the mirror to any social media and files will be deleted 30days after the event has taken place. Fotogenie may take photos of the initial set up at a venue and post to social media. All photos added to social media by the client and attending parties are their responsibility.
12. Any hours or part hours after the contract finish times will be charged at £75.00 per hour.
13. Fotogenie will arrive to set up the Magic Mirror approximately 1½ hours prior to the agreed start time. Should you require an earlier set up than this a waiting fee of £25 per hour will be charged.
14. Fotogenie will operate the Magic Mirror during the agreed times on this contract. Should your event be running late, we are unable to operate the mirror past the agreed end time.
15. The Magic Mirror will not operate past 11pm without prior written agreement between Fotogenie and the Client.

## Fotogenie Booking Terms and Conditions for Eva Photography Robot

1. The contract confirms and sets out in full the agreement made between the Client and Fotogenie and is binding.
2. A non-refundable deposit is required to confirm the booking.
3. The full remaining balance of the booking is required to be paid in full no later than 30 days prior to the event by bank transfer. Cash on the day can be accepted by prior agreement with Fotogenie.
4. If this booking is subsequently cancelled by the client, the following cancellation fees will apply: Within 60 days of the event, 50% of total cost. Within 30 days 100% of total cost. Cancellation will only be accepted in writing.
5. The Client shall ensure that Fotogenie are able to gain access to the venue and be able to unload Eva not more than 10 metres from the entrance door.
6. Eva the robot CANNOT be taken up OR down stairs and it is the client's responsibility to check that no stairs are required for access prior to booking Eva. Fotogenie reserves the right to withdraw from the event if the access terms are not met upon arrival with only half of the total cost being refunded to the Client.
7. The Client shall ensure that the necessary facilities such as electricity are available to allow Fotogenie to set up the print station and laptop for Eva to function. Fotogenie shall use reasonable endeavors to observe all health and safety rules and regulations, and any other reasonable security requirements that apply at the premises and that have been communicated to Fotogenie.
8. The Client is to provide a safe, suitable area for Eva to use. Eva requires a flat area to maneuver and cannot be operated near stairs or sudden drops in levels. Eva cannot detect floor to ceiling glass windows or doors. If the venue has this feature, it is the clients responsibility to inform Fotogenie.
9. Fotogenie are unable to move their equipment once setup. The Client shall provide supervision of persons attending the function and causing a nuisance to Eva or persons attending. Fotogenie shall navigate Eva to her homeport in the case of misuse (for example, pushing, pulling, climbing) by any persons attending the function.
10. The Client will pay for any loss or damage in full caused to Eva the robot, or the props, by persons attending the function.
11. If unlimited prints are included within the agreed package, this refers to prints for adults during the duration of hire. Children under 16 will be limited to 2 prints. All images taken, whether they are printed or cancelled, are included on a USB for the client following the event within 30days.
12. Due to GDPR Regulation implemented May 2018, Fotogenie will not post images taken by Eva to any social media and files will be deleted 30days after the event has taken place. Fotogenie may take photos of the initial set up at a venue and post to social media. All photos added to social media by the client and attending parties are their responsibility. Please note, Eva requires WiFi to send emails/texts. Some venues have a security block and emails/texts can be delayed due to the block, however, these will be received once we have set Eva up to our base WiFi.
13. Any hours or part hours after the contract finish times will be charged at £50.00 per hour.
14. Fotogenie will arrive to set up Eva the robot approximately 1 hour prior to the agreed start time. Should you require an earlier set up than this a waiting fee of £25 per hour will be charged.
15. Fotogenie will operate Eva during the agreed times on this contract. Should your event be running late, we are unable to operate Eva past the agreed end time.
16. Fotogenie will not operate past 11pm without prior written agreement between Fotogenie and the Client.

Fotogenie has the relevant Public Liability Insurance and is PAT tested. Fotogenie will liaise with all venues with regards to these policies.