



## CONTRACT

CONCERT/EVENT DATE:

CLIENT:

ADDRESS:

WORK PHONE:

CELL PHONE:

E-MAILS:

### SCHEDULE

REHEARSAL 1:	DATE:	TIME:
REHEARSAL 2:	DATE:	TIME:
REHEARSAL 3:	DATE:	TIME:
REHEARSAL 4:	DATE:	TIME:
CONCERT/EVENT:	DATE:	TIME:

### DESCRIPTION OF SERVICES

#### 480i SD Production



- Up to 4 hours coverage with One Camera.  
Sound recorded in STEREO using Wireless Microphones.
- DVD Master with Menu, Chapters and Personalized Label.

#### **Fully Edited Concert/Event Video**

*Basic non-linear Audio/Video Editing  
includes Cuts and Dissolves*

#### Options

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#### **TOTAL CHARGES FOR SERVICES**

PA SALES TAX 6%

#### **TOTAL DUE**

DEPOSIT ( 50% due upon signing the Contract )

CHECK #

BALANCE ( 50% due on Day of the Concert/Event )

CHECK #

# Terms and Conditions

The above-named Client (hereinafter referred to as "Client") is engaging ProLine Productions, (hereinafter referred to as "ProLine Productions"), as an independent contractor for audio/video production services. The following are the terms and conditions entered into between ProLine Productions and Client. No changes in these terms and conditions shall be valid unless in writing and signed by ProLine Productions and Client.

## **1. Exclusive rights**

It's understood that ProLine Productions is the exclusive official company retained to perform services requested on this contract. Client agrees that ProLine Productions will have the first choice of camera locations over other videographers/photographers present at the event. Other videographers/photographers may not interfere with ProLine Productions crew, and Client agrees to instruct them to remain out of ProLine Productions camera(s) view.

## **2. Delivery**

No part of any order will be delivered until balance is paid in full.

## **3. Usage**

ProLine Productions reserves the right to use scenes/cuts of the raw footage for promotional purposes.. Original Master Tapes remain the exclusive property of ProLine Productions.

## **4. Cancellation / Postponement / Changes in Schedule**

Cancellation/Postponement or "Changes in Schedule" notice must be delivered to ProLine Productions via USPS certified mail. The Client acknowledges and agrees that ProLine productions is blocking out specific time based upon a firm commitment from the Client. The parties agree that the following cancellation/ postponement policies are incorporated as part of this agreement.

- 1) If notice of cancellation/ postponement is received one to five business days prior to the commencement of the shoot, the client will be liable to ProLine Productions for:
  - a. All out of the pocket costs
  - b. Full production fee on the job as bid
- 2) If notice of cancellation/ postponement is received more than five business days prior to the commencement of the shoot, the client will be liable to ProLine Productions for:
  - a. All out of the pocket costs
  - b. Not less than 50% of the production fee as bid

## **5. Studio liability**

Client may provide ProLine Productions with photos, music, invitations and etc. for inclusion into Final Product within thirty (30) days after the event date and Client warrants that he/she has legal rights for all items supplied. ProLine Productions takes the utmost care with respect to the production, post-production and delivery of the Final Product. However, if ProLine Productions fails to comply with the terms of this contract due to any event or act beyond our control such as war, weather, traffic or emergencies of any kind, ProLine Productions shall work with Client to develop a solution and liability is limited to the refund of deposit.

## **6. Client Supplied Insurance**

If the Client supplies it's insurance, it warrants and covenants that the insurance coverage afforded to ProLine Productions by the Client shall be as broad as ProLine Productions existing Business Liability Insurance. ProLine Productions shall not be responsible for payment of premiums or deductible amounts associated with the Client's supplied insurance coverage. Client agrees to name ProLine Productions as a named insured on all insurance policies supplied by the Client.

## **7 Additional charges**

If Client will decide to re-edit, after Final Product has been made or delivered, additional charges will apply at current rate for editing and Blu-ray Disc/DVD authoring.

## **8. Warranties**

ProLine Productions warrants that all materials covered by this contract shall be of good quality and workmanship and free from defects upon delivery.

## **9. Additional invoices**

The Client shall be responsible for all additional items and services ordered above this contract. The terms and conditions of this contract shall be applied to all additional invoices associated with this contract.

## **10. Production & Editorial Control**

ProLine Productions is granted full production and editorial control by the Client regarding all aspects of the production and post-production services for this event. In case of unforeseen circumstances, such as delays or overtime, ProLine Productions reserves the rights to perform services until the end of the event ( overtime charges will apply at \$100/camera/hour rate). In the case, a particular scene of the event is either not recorded, partially recorded or not part of Final Product, it is at the sole discretion of ProLine Productions as the exclusive producer of Final Product . However, upon signing the Contract, Client may request the Proof (additional charges). After Proof has been delivered, Client has to review and respond within 30 days for minor changes, if any. Otherwise, Final Product will be delivered. Alternatively, if Client would like to choose scenes/cuts to be included into Final Product, Client may request the Raw Footage Worksheet upon signing the Contract. After Raw Footage Worksheet has been delivered, Client has to respond by filling out the Raw Footage Worksheet form within 30 days (additional charges).

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The Information, Terms and Conditions  
of this Contract are accepted by: