

# Terms and Conditions

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Our ability to perform our services depends on us having adequate access to the venue prior to the event for setting up and for packing up.

This agreement is on condition of adequate and reasonable access to the venue. Costs may vary if access times are found to be unsociable or unreasonably short and we may charge for these.

We inform you of our requirements at the time of the booking and we shall endeavour to remind you of these no later than 4 weeks before the event via email.

It will be your responsibility to ensure that the venue is able to accommodate our requirements at your expense.

## **Payment Terms**

We ask for a deposit to reserve your date.

Dates will not be held until we have received the deposit.

**The outstanding balance is due no later than 60 days before the date of the event.**

In the case that the event is happening in less than 60 days from the date of the offer is accepted, the full balance is due upon booking.

No dates will be held until the payment has been received and the booking confirmation has been sent.

## **Cancellations**

We will consider all reasonable requests for cancellation. **Notice of cancellation must be given by email to [events@7colours.co.uk](mailto:events@7colours.co.uk).**

If the client gives in excess of 90 days notice of cancellation in advance of the event date, then 7 Colours Photobooths shall cancel the event without additional payment and reserves the right to retain any deposit paid.

If the client gives between 60-90 days notice of cancellation in advance of the event date, then we will retain any monies paid and require 50% of the outstanding balance to be paid to cover admin and loss of earnings.

If the client gives less than 60 days notice of cancellation in advance of the event date, the client shall not be entitled to a refund of the fee. 7 Colours Photobooths will retain the deposit and require 100% of the event fee to be paid to cover admin and loss of earnings.

## **Postponement and Rescheduling**

We will consider all reasonable requests for postponement, up to a period of 6 months, subject to availability.

**Notice of postponement must be given by email to [events@7colours.co.uk](mailto:events@7colours.co.uk)**

There is no extra cost for rescheduling the hire date as long as reasonable notice is given and the venue is the same.

We reserve the right to charge extra fees for a change in venue or location.

When postponing the initial agreed date of the event, we hold the monies paid and the booking for up to 90 days during which the client is expected to contact us to agree on a new date to hold the event.

After 90 days following the notification of the postponement, if the client has not yet contacted us to agree on rescheduling for a new date, we consider the booking is cancelled and we reserve the right to not refund any of the monies paid.

## **Large parties pricing**

Large parties in this instance are defined as parties larger than a 1500 guests.

**We recommend to hire the photo booth for a minimum of 4 hours to allow parties larger than 150 guests to have a session in the photo booth.**

We cannot guarantee that all the guests will have enough time to have a session in the photo booth if the hire time does not take this into consideration.

We advise our clients in terms of the package that in our experience is the most suitable for a successful event.

Our prices reflect the time necessary for planning, designing, transporting, setting up and packing and the photography and printing services.

More active hours can be added to the packages.

## **Hire Time**

**All standard hire times finish at 11pm the latest.  
After 11pm, we apply a surcharge.**

We understand that sometimes delays occur and that it is not always in the client's power to prevent these delays.

However, we charge for idle hours and stand-by-hours. Given the time it takes to transport, set up and pack up the photo booth, we cannot always allow delays in the event program to affect the hire time.

In case of delays in the day and evening program of the event, we leave it to our discretion to decide whether to delay the opening of the photo booth.

In the case we decide to delay the opening time, we would postpone the closing time accordingly until 11pm: we do not leave the photo booth open past 11pm for bookings that were not invoiced to include the after 11pm surcharge.

We reserve the right to open the photo booth at the initial agreed time and to close at the initial agreed time as it takes us up to 2 hours to pack up the photo booth.

## Idle hours

Our services include the time to set up and pack up the photobooth along with the time we take the photos and print and share the prints and digital copies, time also called "active hire".

It normally takes us 2 hours to set up and 1 to 2 hours to pack up as we allow some time for meals and breaks.

We usually come to set up 2 hours before the opening of the photobooth, when we start shooting the photos and open the printing station.

We try to avoid idle hours and with most venues in the UK it is fine to work this way.

In rare cases, it is required to set up earlier in the day for the evening reception so a downtime is necessary.

**We apply a surcharge for every idle hour outside of our standard 2 hours set up straight before the opening of the photobooth and 2 hours pack up straight after closing the photobooth.**



## **Our setting up requirements**

### **Set up time:**

We need 2 hours to set up right before opening the photo booth, depending on the type of backdrop and difficulty to access the venue for unloading our equipment.

Please let us know early on if setting up early is required as we charge for idle hours and early set up time.

### **Space:**

We need a minimum of 4m x 4m / 13ft. x 13ft. of floor space ( 5m x 4m in the case of the Tropicana backdrop) and a standard ceiling height of 2.4m/ 8ft.

There must be enough space around to allow guests to enter and exit the booth without difficulty.

We can adjust the backdrops and set up to fit smaller spaces.

We need access to a standard power socket.

### **Ideal spot/room:**

When possible, avoid locations with direct sunlight exposure against the backdrop that cannot be blocked with curtains as it may affect the quality of the photography. Rooms like the Orangery or conservatories are to be considered with care.

## **We do not set up in wide open outdoor spaces.**

In order to protect our fragile equipment from the elements and dew, we do not set up in spaces such as tipis and marquees without hard flooring or walls.

**The client is responsible for making sure that the venue can accommodate the photo booth with the floor space and ceiling height.**

The space allocated to setting up the photo booth must be cleared of objects and furniture before our estimated time of arrival to allow us to set up on time.

Access to the space must be also made possible 2 hours prior to opening the photo booth.

We always strive to set up as discreetly as possible when in proximity to the event festivities.

In the case the space allocated for the photo booth is not cleared or is not accessible 2 to 3 hours prior to opening the photo booth, and if it causes delays in us setting up, we will try our best to be ready to open the photo booth at the agreed time but will not guarantee that it will be possible.

If setting up the photo booth is delayed because of such circumstances we reserve the right to still close the photo booth at the time agreed beforehand, even if the active hire time gets reduced accordingly.

## **Sharing to phones via text and email**

The sharing of digitals to phones via email and text message is dependent on the phone signal and the Internet Wifi in the room or location where the photo booth is set up.

We try our best to plan ahead for the coverage but we cannot guarantee instant sharing when the Internet reception at the venue is weak and the phone signal in the room is poor.

**In extreme cases when there is not enough coverage, Email and SMS shares will queue and send out with a delay when there is an adequate internet connection.**

## **Backdrop reservations and limitations**

**We recommend to reserve your backdrop as soon as you have a preference.**

The reason is we get several bookings on the most popular dates of the year and need to allocate the equipment to different events.

The backdrop can be changed at a later date as long as it is available for that day.