



**CONTRACTUAL AGREEMENT (Please complete all areas of contract)**

The following contract is between Fun Pics Photo Booths & you/our client. Upon acceptance of this contractual agreement by both parties, Fun Pics Photo Booths agrees to perform at the time and location specified herein. Contract issued: \_\_\_\_\_

**EVENT INFORMATION**

Client/Event: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Event Day/Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Venue/Location: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**PACKAGE**

Photo Booth  Basic: \$325 - 2 hours  Bronze: \$425 - 3 hours  Silver: \$525 - 4 hours  Gold: \$585 - 5 Hours   
Classic Enclosed Booth  Open Air Booth  Green Screen  Photo Strip (2x6)  Photo Postcard (4x6)   
Custom Props  (\$40+) Thumb Drive (\$15)  Memory Photo Album (\$45)  Template From Other Source (\$30)   
DJ  Cell Phone Charging Station  Video Screen  Uplighting  Monogram Light  Arcade (Video Game)   
Dancing On The Clouds  Generator  Officiant  Spotlight  Tent  Haze  Gumball Machine

**RATE**

Rate: \$ \_\_\_\_\_ (before tax & gratuity) for a maximum of \_\_\_\_\_ hours. Additional time is available at \$50 per half hour. A non-refundable retainer of \$ \_\_\_\_\_ is due at time of booking to guarantee booking. Retainer applies to balance. **The balance of \$ \_\_\_\_\_ is due seven (7) days prior to event date.** Any moneys paid in advance are non-refundable. It is agreed that in the event the client cancels or postpones performance within **90 days** of specified performance date, full payment will be assessed. **Client's Initials: \_\_\_\_\_** Return Check Fee: \$45 for all returned checks. Travel fee of \$0.50 per mile (2019 Federal rate is \$0.58/mile) will apply to all events beyond 50 miles from Springfield, MO. First 50 miles of travel are free. Photo Booth is for indoor use only on the ground floor of the venue unless an elevator is available. In the event that client requires Photo Booth to be carried up steps an additional fee of \$150 will apply to total balance, which provides an additional attendant for loading up stairs. **Client's Initials: \_\_\_\_\_** All photo booth packages include: Onsite Attendant, Unlimited Photo Sessions, Unlimited Prints & Large Prop Selection. Will food/drinking water be made available to Fun Pics Photo Booths staff?  Yes  No Notes: \_\_\_\_\_ What source did you use to find Fun Pics Photo Booths? \_\_\_\_\_

**DESIGN**

Template Photo Heading: \_\_\_\_\_ Template Date: \_\_\_\_\_  
Please note: Purchased templates are \$30 each. Fee(s) will be added to above total.

**TERMS**

This agreement guarantees that Fun Pics Photo Booths will be ready to perform at the above stated start time. To insure the performance begins on time, Client shall provide Fun Pics Photo Booths staff with safe and appropriate working conditions. **This includes: (1)** Supply an area at least 15 feet by 10 feet for setup space, within 50 feet of a standard operating 110 volt AC outlet located along the wall. This circuit must be free of all other connected loads. Client agrees to provide a 6 foot (minimum) table & appropriate linen (when applicable). Any delay in the performance or damage to Fun Pics Photo Booths' equipment due to improper power is the responsibility of the Client. **(2)** Make sure Fun Pics Photo Booths can begin set-up at least two (2) hours prior to beginning of contracted time. In the event Fun Pics Photo Booths is unavailable to perform during the entire agreed upon time period, either due to travel, weather, equipment or other unforeseen difficulty, liability is limited to providing the client with compensation equal to \$100 per hour for any unused time, from the contracted times previously agreed upon, not to exceed total agreed upon price. **(3)** Client shall provide crowd control if warranted. This includes children playing in the print area. To insure their safety, children should be accompanied by an adult. In the event we feel a hazardous situation exists, it will be the client's responsibility, upon notification, to take action to remedy the situation. If no action is taken, we may, in extreme instances, delay the use of photo booth until the situation is resolved. Fun Pics Photo Booths assumes no liability for injuries to the client or guests. It is understood that this is a "Rain or Shine" event, and compensation to Fun Pics Photo Booths is in no way affected by inclement weather. Fun Pics Photo Booths reserves the right to stop or cancel the performance should the weather pose a potential danger to the client, audience, Fun Pics Photo Booths staff and/or equipment. Every effort will be made to continue the engagement. However, safety is paramount in our decision. I understand, that in the event of hot summer weather, attendant may dress in "Golf Attire" (polo/shorts) \_\_\_\_\_. **(4)** A travel fee of \$0.50 per mile (2019 Federal rate is \$0.58 per mile) will apply to all events beyond 50 miles from Springfield, MO. First 50 miles of travel are free. Overnight accommodations (within reason) + \$25/day per diem (National per diem rate is \$94 day) are required when client requires Live Events Missouri staff to travel 150 miles or more, in each direction, from Springfield, MO. Client is responsible for paying any charges imposed by the venue. These charges include but are not limited to: (1) *Parking* (2) *Admission* (3) *Use of electricity*. If Client or venue requires Live Events Missouri LLC to complete setup more than 30 minutes before the contracted start time, or to postpone takedown more than 15 minutes after the end time indicated, the additional time will be charged at the rate of \$50.00 per half-hour. This agreement guarantees that Fun Pics Photo Booths will be ready to perform at the start time of the above agreement. The client commits to pay the total rate (from agreed start time to agreed end time) on or before the performance date. In order to prevent liability resulting from accidental injury to any individual attending this performance, Fun Pics Photo Booths reserves the right to deny any guest access to any equipment in possession of Fun Pics Photo Booths. The stated rate for this event includes a retainer of \$ \_\_\_\_\_. Fun Pics Photo Booths cannot guarantee availability of the requested date until deposit and signed contract are received. The jurisdiction for any court action will be in the city/county in which the service occurred. Fun Pics Photo Booths is a privately owned business that is not a part of any chain or union. Please direct all inquiries to: Dennis Cox (417) 569-0527. Thank you for choosing Fun Pics Photo Booths! We are excited to be a part of your event!

Client's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fun Pics Photo Booths Signature: \_\_\_\_\_ Date: \_\_\_\_\_