



**TOP SPIN PRODUCTIONS  
PHOTO BOOTH CONTRACT**

This contract for photo booth services is entered between \_\_\_\_\_ (hereafter known as the Purchaser) and Top Spin Productions Photo Booth Services here after known as Top Spin Productions).

Thank you for selecting Top Spin Productions. It will be a pleasure to provide a photo booth for your \_\_\_\_\_ event on the date of \_\_\_\_\_ at the location of \_\_\_\_\_

The fee we agreed upon is \$\_\_\_\_\_ based on \_\_\_\_\_ hours of photo booth services and \_\_\_\_\_ hours of idle-time. **Each 1 hour beyond the service period will be an additional \$125.00 per hour. A non-refundable deposit of \$100.00 is required to reserve this date.** The balance of \$\_\_\_\_\_ is to be paid no later than 48 hours prior to the event **via credit card or cash only.**

Please note: Personal checks are only accepted for the deposit. **Make check payable to: Top Spin Productions.**

The Customer wishes for Top Spin Productions to be setup by \_\_\_\_\_ and breakdown by \_\_\_\_\_. The Photo Booth will be OPEN during these times: \_\_\_\_\_. Top Spin Productions agrees to have the Photo Booth operational at least 90% during the service period. Occasionally, operations may have to be interrupted for maintenance of the Photo booth and Printer.

The following terms and conditions apply to this agreement:

- Top Spin Productions shall have access to the event facility **at least one hour** before the Photo Booth start time to set up and test equipment.
- The purchaser of Top Spin Productions services shall arrange for an appropriate space for the Photo Booth at event's venue (5' L x 5' W). Client is responsible for providing power for the Photo Booth within 50ft of the booth (110v, 10-amps, 3-prong outlet).
- Top Spin Productions is as an independent contractor and not an employee of the purchaser.
- Top Spin Productions uses and maintains equipment of the highest quality, however in the unlikely event that time is lost due to Top Spin Productions equipment malfunction, Top Spin Productions will refund the portion of the total amount corresponding to the time lost. This is the extent of Top Spin Productions liability.
- The purchaser is responsible for damages resulting from the conduct of all persons attending the event, including any damage to Top Spin Productions equipment.
- If the purchaser cancels this contract less than 30 days prior to the scheduled event, then the purchaser will be liable for **the entire balance.**
- The purchaser shall be liable for all costs, including collection fees resulting in an "insufficient funds" check and reasonable attorney's fees and costs incurred in enforcing this contract.

**This contract shall be rendered void unless a signed copy of this agreement with the \$100.00 deposit are received within 15 days of the date below.**

Please return a signed contract with your deposit and keep a copy for your records. Thank you for your business!

**Authorized Purchaser**

**Name (printed):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Top Spin Productions Photo Booth Services**

**Name (printed): Milton & Melissa Rivera, Owner**

**Phone Number: 347-538-4344**

**Email Address: djchino422@hotmail.com**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## CUSTOMER RENTAL INFORMATION AND FAQ

Customer Rental Information	
Customer Name: _____	
Date of Event: _____	Time of Event: _____
Which photo booth package do you want?    Unlimited Photos _____    Social Media (no prints) _____	
For unlimited photos package, what photo size do you prefer?    2x6 Photo Strips _____    4x6 Postcard _____	
What do you want your photos to say? (i.e. Jane's 30 <sup>th</sup> Birthday): _____	
What are the colors/theme of the event? _____	
Other details you would like us to know: _____	

Frequently Asked Questions	
<b>1. What time will Top Spin Productions arrive?</b>	Top Spin Productions will arrive 1 hour before scheduled start time to setup and test equipment
<b>2. How much is it to add extra hours?</b>	Additional hours are \$125 per hour
<b>3. Can I add time during the event?</b>	Yes! We know that the photo booth can become the life of the party. Simply ask your photo booth attendant if the booth is available to rent for additional time. Additional hours can be paid by credit card or cash at the event.
<b>4. What is idle time?</b>	Idle Time, also called Idle Hours, is time during your booth rental where you want the photo booth set up, but not in service for guests. Why would you want or need idle time? Consider the following scenario: You want guests to be able to take pictures in the photo booth during cocktail hour, but you'd prefer everyone stay seated during dinner, speeches, and the first dance.
<b>5. What is the price for idle time?</b>	Idle time can be added to your rental for \$35 per hour. You can divide that rate into 30-minute segments to meet your event needs. There is no limit to how many idle hours you can add.
<b>6. How many photos can my guests take?</b>	Photos are unlimited during your rental while the photo booth is open.
<b>7. Will I have access to all photos taken?</b>	We can provide all photos taken on a USB drive for a nominal fee of \$50. Please allow up to 48 hours to provide the USB to you.
<b>8. What is included in the photo booth package with unlimited prints?</b>	Print packages include free delivery and setup, professional onsite attendant, Props (Hats, Sunglasses, Mustaches, Message Signs, etc.), unlimited printed photos during the photo booth open times.
<b>9. What is included in the photo booth social media (no prints) package?</b>	Social Media packages include free delivery and setup, professional onsite attendant, Props (Hats, Sunglasses, Mustaches, Message Signs, etc.), unlimited photos that guests can text or email to themselves.