

**BIG EASY MEMORIES**  
**504-756-0624 phone**  
**504-467-3858 fax**  
**info@bigeasymemories.com**

## Photo Booth Rental Agreement

### Client Information

Name:		Phone:
Email Address:		
Address:		
City:	State:	Zip:

### Event Information

Date of Event:	Type of Event:
Indoor or Outdoor event? (If outdoor, please see "Access and Space" section of agreement on pg.3) Outdoor events are restricted other than the months of October-February	
Start/End Time of Rental:	From: To:
If your event is a wedding and will be held at the same venue as the photo booth rental, what time will your ceremony begin?	
Earliest time we can set up:	Number of Guests:
Attire:	Event Colors/Theme:

What would you like the banner at the top of your photos to read?

Is there a specific logo/graphic you would like to accompany the banner?

Backdrop color: ☐ RED (STANDARD) ☐ BLACK ☐ SILVER/GREY ☐ WHITE

Photo Strip Options:  
☐ 4 photos per photo strip with a small 1 inch logo  
☐ 3 photos with an approximately 2 ½ inch logo

### Venue Information

Name/Company:		Phone:
Address:		
City:	State:	Zip:
Contact Name:		Contact Phone:
Contact Email:		

This written contract sets forth the full, written intention of both parties and supersedes all other written and/or oral agreements between the parties. Provider agrees to have a photo booth operational during this period; but occasionally, operations may need to be interrupted for maintenance of the photo booth.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

## Photo Booth Packages

	2 hr	3hr	4hr
<b>FRENCHMAN STREET PACKAGE</b>	<b>\$349</b>	<b>\$449</b>	<b>\$549</b>

### Let's Get the Party Started!!

- ♦We provide an assortment of unique props to use in the booth.
- ♦Guests will receive two identical photo strips upon exiting the booth.
- ♦Transportation to and from your event, setup, break down, (This is not part of your photo booth service time),
- ♦Basic materials, taxes, and at least one photo booth operator.
- ♦Packages include a 2x.5 custom graphic. Photo strips are 2x6.

<b>CANAL STREET PACKAGE</b>	<b>\$399</b>	<b>\$489</b>	<b>\$649</b>
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### The Party is getting BIGGER and BETTER!!

- ♦We provide an assortment of unique props, hats, masks, glasses and boas, to use in the booth.
- ♦Your guests will enter the booth, choose black and white or color prints, and receive two identical photo strips upon exiting the booth.
- ♦At the end of your event, we will hand you a CD including every individual photo.
- ♦Photos are saved at such high quality; you may print your favorites up to 18x24.
- ♦Facebook Download (optional)
- ♦Transportation to and from your event, setup, break down, (This is not part of your photo booth service time),
- ♦Basic materials, taxes, and at least one photo booth operator.
- ♦Packages include a 2x.5 custom graphic. Photo strips are 2x6.

<b>BOURBON STREET PACKAGE</b>	<b>\$499</b>	<b>\$659</b>	<b>\$769</b>
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### THE ULTIMATE NEW ORLEANS PARTY!!!!

- ♦We provide an assortment of unique props, hats, masks, glasses and boas, to use in the booth.
- ♦A CUSTOM guest book made on-site including a special Bride & Groom or Guest of Honor page.
- ♦When your guests exit the booth, they will receive one copy of their photo strip. The other copy will be placed in your CUSTOM guest book, where our photo booth operator will encourage them to write you a message.
- ♦Your guest can choose to send you a video message. This is popular at graduation parties and wedding receptions, and may even replace a sign-in book and party favors.
- ♦At the END of your event, not only will you be handed the CD including each photo and video taken, you will also receive your beautifully completed book full of memories.
- ♦Additional copies of photo strips are printed for larger groups.
- ♦Facebook Download (optional)
- ♦Transportation to and from your event, setup, break down, (This is not part of your photo booth service time),
- ♦Basic materials, taxes, and at least one photo booth operator.
- ♦Packages include a 2x.5 custom graphic. Photo strips are 2x6.

*If you would like any other extras just ask for additional options. We are happy to help meet your needs!*

Qty	Service	Price	Total
	<b>Choose a Package</b> o Frenchman Street _____hrs o Canal Street _____hrs o Bourbon Street _____hrs	\$	\$
	Additional add on hours @ \$_____/hr x ____hrs (depending on original base package chosen)**	\$ / hr	\$
	Additional printed sets of photos (4 copies total)(This applies only to the Frenchman Street and Canal Street Packages)	\$ 75.00	\$
	Travel Time (for events 50+ miles round-trip of NOLA)	\$ 25.00	\$
	Additional CD with photos/videos	\$ 10.00	\$
	Downtime (for more than one hour of downtime per 30 min.)	\$ 40.00	\$
	Custom Props/Backdrop ( <i>prices will vary</i> ) ( <i>Red is standard at no add'l charge</i> )	\$	\$
**\$150/hr for Frenchman Street, \$90/hr for Canal Street & \$75/hr for Bourbon Street		<b>TOTAL:</b>	\$
		<b>50% DEPOSIT:</b>	\$
		<b>REMAINING BALANCE</b>	\$

**Credit Card information is to be kept on file until day after event for incidental charges**

Name as it appears on Credit Card	Card Number	Expiration Date	CVV code (back of card)

**► Photo booth placement outside is to be discussed before contract assignment due to seasonal weather conditions.**

*We also offer a 15% discount for schools, military, firefighters, police, EMS, and non-profit events.*

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

# Terms & Conditions

## What we need:

1. Within 20 feet of a power outlet.
2. 7x7 feet of space to set up and operate without blocking foot traffic.
3. A minimum ceiling height of 8 feet is needed for our professional canopy setup
4. A small table for props and the photo album.

Big Easy Memories is responsible for the delivery, setup, breakdown, and maintenance of the photo booth during the scheduled rental. Rental hours are counted as consecutive hours with no breaks in run-time. Breaks in the run-time of the photo booth are considered idle time and will be an additional charge at the idle hour rate. We will arrive 30-45 minutes prior to the rental to setup the photo booth. We can arrive earlier to setup the photo booth at the charge of "idle hours". The rate of idle hours is \$40 per hour. The rental includes unlimited photo booth sessions during the rental time period. All images will be hosted online through our online gallery page with your event name. If you prefer your photos not be shown online or would like them password protected just let us know. A prop box will be provided for guests to use during the rental. If for some reason the Photo Booth is inoperable 100% of the event or we fail to show up we will refund the entire cost of the rental. We are not liable for any other costs above and beyond our rental fee.

The renter is responsible for providing a solid level area large enough for the photo booth, protected from rain, wind and other elements, and within 20 feet of a standard electrical outlet. The renter is responsible for any damages caused to the Photo Booth during the rental period by you or your guests. Our professional attendant will be onsite to make sure the booth is fully operational and to help with scrapbooking. Please inform us of any special requests you may have regarding the event venue. Client will arrange for an appropriate space for the photo booth at the event venue which is approximately a 10'Wx10'Lx7'H area. We need a standard 110V, 3 prong outlet. Client is responsible for providing power for the photo booth.

The photo booth may run out of paper during your event. We will replenish the paper and may need to shut the booth down for 5 minutes. We will add 5 minutes to the end of your rental period if this occurs. If for any reason the photo booth has issues running properly, we will add the downtime at the end of the rental. This is not a typical situation.

Extra hours are pro-rated at \$150 an hour and can be added anytime including at the event. Idle hours are only \$40. To cover the cost of employee drive time and fuel, all events exceeding 50 miles roundtrip will be charged a travel fee of \$25.00.

Local sales tax applies to the total cost of the rental.

A **50% non-refundable** deposit and signed rental agreement is required to reserve the event date no later than 45 days prior to the event, the remaining balance will be charged 15 prior to the event. Any cancellation occurring less than 30 days prior to the event date shall forfeit all payments received.

Any request for a date change must be made in writing at least 15 days in advance of the original event date at [info@bigeasymemories.com](mailto:info@bigeasymemories.com). Change is subject to photo booth availability and receipt of a new signed rental agreement. If there is no availability for the alternative date, the deposit shall be forfeited and event cancelled. Any cancellation occurring less than 30 days prior to the event date shall forfeit all payments received. **\*Please note the deposit is non-refundable. Under no circumstances will your deposit be refunded.**

Big Easy Memories will deliver the photo booth to your event venue. If the venue obstructs us from delivering the Photo Booth we are not responsible for lost hours of service. Examples of obstructions are; No ramp/elevator access to photo booth location or the venue does not allow photo booths. Please check with your venue that photo booths are allowed and they have access for us to roll the booth to the required location.

Big Easy Memories reserves the right to use photos in our photo booths for marketing purposes.

**If we do not provide props or a guestbook album with your chosen package, we will not use those provided by clients.**

**Damage to Providers Equipment**

Client acknowledges that it shall be responsible for any damage or loss to the Provider’s equipment caused by: a) Misuse of the provider’s equipment by Client or guests, and/or b) Any theft or disaster.

Client acknowledges that we, Big Easy Memories, reserve the right to terminate any event, during the event, due to unruly conduct. This includes any behavior causing damage to the booth (i.e. punching, kicking, horseplay, slapping touch screen monitor, etc.). You will not be refunded in any way for lost time.

**Indemnification**

Client agrees to, and understands the following: a) Client will indemnify Provider against any and all liability related to Client’s event during or after the Client’s event. Client will indemnify provider from the time of service and on into the future, against any liability associated with Client and guests. b) Client will indemnify Provider against any and all liability associated with the use of pictures taken within the photo booth of its representatives, employees, or affiliates at the Client’s event.

Client  
Signature\_\_\_\_\_Date\_\_\_\_\_