



INMOTION STUDIO  
PHOTOGRAPHY

## **Booking, Cancellation & Media Usage Policy**

### **1. Booking & Deposit**

To secure a date for any wedding, event, or photoshoot with InMotion Studio, a non-refundable booking deposit is required.

- The deposit confirms and secures your date exclusively.
- No booking is confirmed until the deposit has been received.
- Once paid, the date is reserved and removed from availability for other clients.

Because InMotion Studio declines other potential bookings once your date is secured, the deposit compensates for reserving that specific time.

### **2. Two-Month Cancellation Policy**

Clients are required to provide a minimum of two (2) calendar months' written notice should they wish to cancel their booking.

- If cancellation is made more than 2 months prior to the event date, the deposit will be refunded in full.
- If cancellation is made less than 2 months prior to the event date, the deposit will be forfeited and is non-refundable.

All cancellations must be submitted in writing via email.

### **3. Postponements / Date Changes**

If a client wishes to change the event date:

- Date changes are subject to availability.
- If InMotion Studio is available for the new date, the date may be moved once.
- If InMotion Studio is unavailable for the new date, the cancellation policy applies.

#### **4. Final Payments**

Any remaining balance must be paid according to the agreed invoice terms upon completion of the event or shoot date.

Failure to complete payment may result in cancellation of services, with the deposit being forfeited as well as the images and videos.

#### **5. Image & Video Usage Rights**

All photographs and video footage captured by InMotion Studio remain the intellectual property and copyright of InMotion Studio.

Upon final payment, the Client is granted full and unrestricted usage rights to the delivered images and/or videos for personal and commercial use, including but not limited to:

- Social media
- Printing and sharing
- Marketing purposes
- Website usage
- Promotional content

InMotion Studio retains full and unrestricted rights to use any photographs and/or video footage taken during the event or shoot for:

- Marketing and promotional purposes
- Social media platforms
- Website content
- Portfolio use
- Advertising and print material
- Studio samples and competitions

Both the Client and InMotion Studio therefore hold full rights to use the final delivered media, while copyright ownership remains with InMotion Studio as the creator.

If the Client requires full privacy or non-disclosure of images or videos, this must be requested in writing prior to the event and may be subject to an additional fee.