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. Final images and videos will not be released until InMotion Studio has received full payment.

If full payment has not been received within thirty (30) calendar days after the event or shoot date, the Client's images and videos will be deleted, unless an alternative payment and retention arrangement has been discussed & agreed with InMotion Studio beforehand. Any such arrangement must be confirmed in writing before the 30-day period expires.
The post-delivery backup periods in clause 7 do not extend this 30-day deadline for unpaid images and videos.

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 & promotional content
- Website usage

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

- Marketing and advertising
- Social media platforms
- Website content
- Portfolio use
- Studio samples & 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 photoshoot / event.

6. Gallery Access & Client Download Responsibility

The final online gallery expires seven (7) calendar days after the Client receives the gallery link from InMotion Studio. The Client is responsible for downloading all delivered files within this period and keeping their own secure backups.

The backup periods in clause 7 are separate from the gallery access period and do not keep the online gallery available beyond seven (7) calendar days.

7. Image & RAW File Backups

InMotion Studio will retain a backup of the final edited images for three (3) calendar months from the date the Client receives the final gallery from InMotion Studio.

InMotion Studio will retain a backup of the RAW files for one (1) calendar month from the date the Client receives the edited files from InMotion Studio.

Once the applicable backup period expires, the files may be permanently deleted and InMotion Studio cannot guarantee that they will remain available. The Client must request any backup copy or RAW files before the relevant retention period expires. RAW files are subject to clause 8.

8. RAW Files & Additional Charges

RAW files are an optional extra and are not included in the shoot price unless their inclusion has been expressly agreed with InMotion Studio in writing beforehand.

Unless otherwise agreed in writing beforehand, the additional charge for the RAW files is equal to the full agreed price of the corresponding shoot. This charge is payable in addition to the shoot price.

RAW files will only be released once full payment for the shoot and the applicable RAW-file charge has been received. Any request and payment for RAW files must be completed within the one-month retention period set out in clause 7, unless otherwise agreed in writing beforehand.