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**BOOKING FORM**



*Contact Name*: xx

*Address:*  xx

*Contact Number:* Tel xx, mobile xx

*Email Address*: xx

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|  |

*Date(s) of Booking*: xxth xx 20xx; 10am-6pm

*Hire cost:* £200 – 15% discount for charity

*Equipment hire:* colour gels, continuous lighting

*Backdrop paper:* n/a

*To pay:* £170 (50% pre-payment by February 9; 50% - by February 17)

By accepting this you also accept Green Lens Studios Terms and Conditions\*.

 Signature: ..............................................................................

 Print Name: .............................................................................

 Date: .............................................................................

**To complete the booking please make the 50% pre-payment using the details provided**.

**NB Please use the reference quote provided when making a payment.**

Beneficiary: Green Lens Studios

Bank: account: 21447268

Sort Code: 30-94-21

Reference: GLS\_16xx

**\* Green Lens Studios Terms and Conditions**

* Deposit is non-refundable
* The session time include set up and tear-down activities
* Please do not arrive more than 15 minutes before your session starts
* If you are overrun the agreed session times a charge of £30/hr will be applied
* Any damages will be charged at cost and are payable immediately
* If you are shooting moving image, you must notify us in advance

**Please note:** Green Lens Studios cannot be held liable or responsible for any event outside of its control that may affect your studio session – such as power cut, flooding, storm damage