



Information Kerala Mission
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Terms and Conditions for Videography and Photography Services

1. General Terms

1.1 The service provider ("Agency") shall provide professional videography and photography services for the event as per the agreed scope of work.

1.2 The Agency must have prior experience in covering similar events and shall use high-quality, professional equipment.

1.3 All work shall be carried out in accordance with the event schedule and directions provided by the event organizer ("Client").

1.4 Prices quoted must be inclusive of all taxes, transportation, setup, and dismantling charges

2. Scope of Work

2.1 Video Coverage:

Full-length event coverage using multi-camera setup.

High-definition (HD) or Ultra HD recording, as agreed.

Edited highlight video suitable for social media, including titles, transitions, and background music.

Raw video footage to be provided to the Client.

2.2 Photography Coverage:

Coverage of the entire event, including candid, stage, and group photos.

Edited high-resolution photographs in digital format.

Delivery of both raw and edited photographs.

3. Deliverables & Timelines

3.1 The Agency shall deliver edited photographs and videos within **[5] days** after the event.

3.2 Raw files (photos and videos) shall be handed over within **[1] days** after the event.

3.3 Any delay in delivery must be communicated in writing to the Client in advance.

4. Payment Terms

4.1 Total fee for services shall be as per the agreed quotation.

4.2 Payment will be released after 10 days on submission of bills of completion of the event. Deductions will apply for non-compliance with agreed quality or service standards.

4.3 All payments shall be made via **[Bank Transfer / Cheque]**.

5. Intellectual Property & Usage Rights

5.1 All photographs and videos captured remain the property of the Client.

5.2 The Agency shall not use or distribute the images/videos for any purpose without prior written consent from the Client.

5.3 The Client may use the photographs and videos for promotional, archival, and publicity purposes without restriction.

6. Confidentiality

6.1 The Agency shall maintain confidentiality of all event content, footage, and related materials.

6.2 No unauthorized third party shall be given access to the event coverage without Client approval.

7. Cancellations & Rescheduling

7.1 In the event of cancellation by the Client, the advance payment is non-refundable.

7.2 If the event is rescheduled, the Agency will make reasonable efforts to adjust to the new date, subject to availability.

7.3 If the Agency is unable to provide services due to unforeseen circumstances, they shall refund any payments received (excluding costs already incurred).

8. Liability

8.1 The Agency shall not be liable for delays, losses, or damages caused by equipment failure, natural disasters, strikes, or any circumstances beyond reasonable control.

8.2 The Agency will take all reasonable precautions to ensure quality and safety during coverage.

9. Governing Law

9.1 This agreement shall be governed by and interpreted in accordance with the laws of [Thiruvananthapuram /Kerala].

9.2 Any disputes shall be subject to the exclusive jurisdiction of the courts of [Thiruvananthapuram/Kerala]

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