



Codrington College
BARBADOS, W.I.

Photography Booking Form

Name: _____
 Company: _____
 Address: _____
 Telephone: _____ Cell: _____ Work: _____ Home: _____
 Location Requested: _____
 Arrival Date: _____ Arrival Time: _____ End: _____
 Total # of Crew: _____
 Type of Equipment: _____

The location fee for Still Photography or Film Videography is:

Package	Fees (BBD\$)	Day	Type
A	100.00	Per hour or part thereof between Saturday to Sunday	Still Photography
F	500.00	Per hour or part thereof between Saturday to Sunday	Film Videography

Liability of Risk

I fully assume all risk of injury to myself and my crew, including, but not limited to death, and hereby unconditionally and release, even for their negligence, indemnify and hold harmless Codrington Estates and its officers and Executive, Boards, Staff, Contractors, Representatives, and its insurers, from all claims for damage or injuries of any kind sustained by my guests or me, now or in the future, arising from my rental and use of Codrington College property.

I have read the Liability of Risk section and understand that it is an absolute release. I execute the same freely and voluntarily and accept and agree to its terms and conditions.

Client Name

Signature

Date: dd/mm/yyyy

Policy

1. Images of the Codrington Estate must not be used in pornographic photos or films.
2. Pornographic photos or videos must not be taken on any property of the Codrington Estate.
3. Fees are charged per packaged hours or part thereof, if overtime occurs then automatically this fee rate goes into the next package.
4. Fees must be paid in full 14 days before or on the scheduled date of the shoot.

Guidelines

1. A signed copy of the form and payment must be submitted for still photography at least 14 days before or on the intended scheduled date.
2. If the shoot exceeds the requested time, the Client must pay the additional fee for the selected package.
3. A Codrington Estates Development Co. Ltd. representative will be available to meet with the Client at a convenient time for both parties before submitting the form.
4. No plants, flowers, or trees may be cut, climbed, disturbed, or manipulated.
5. Structures or objects on the property may not be moved or altered in any way (i.e., paintings, works of art, signage).
6. The Client and Crew must be fully dressed while on the property.
7. The College does not provide dressing rooms.
8. The client will be charged a service charge for any cheques returned from the bank. The current service charge rate is \$60.00.
9. The Customer is responsible for removing their garbage to a disposal facility rather than on the property.
10. The client agrees to adhere to all established rules and policies of the Codrington Trust and Codrington Estates Development Company Limited.
11. Noise levels must not be intrusive to impact the immediate environment negatively.
12. The Client agrees to pay for any damages or expenses incurred at Codrington College due to willful or negligent acts of the Client, Client's staff and volunteers or their guests or paying patronage to their event.

I understand and agree to abide by the guidelines in the Photography form.

Client Name

Signature

Date: dd/mm/yyyy

Payment:

- Payment can be made via Cash or Manager's Cheque.
 - ***Cheques are written to Codrington Estates Development Company Ltd.***
 - Office is open: Monday to Friday from 10:00 AM to 3:00 PM.
- Wire Transfer. See banking details below:
 - Bank Name: CIBC First Caribbean International Bank
 - Bank Address: Broad Street Branch, Bridgetown, Barbados
 - Account Name: Codrington Estates Development Co Ltd
 - Swift Code: FCIBBBBB
 - Account #: 1001162340
 - Kindly indicate when the transfer has been made.

By signing this document, I acknowledge that I have carefully read and understand and abide by the Client's Responsibilities.

Print Name:

Signature:

Date:

CEDCL Contact Details:

Mr. Michael Whyte (Business Development Manager)

Codrington Estates Development Company Limited (CEDCL)

Codrington College, St. John, BB 20007

Barbados, WI

Tel: (246) 231-8225 / (246)231-8219

Email: cedcl@cedclbarbados.com