



BOOKING CONFIRMATION AND DEPOSIT AGREEMENT

Booking confirmation for reserved project dates and agreed deposits

Document purpose: This form confirms a project booking, records the deposit paid or payable, identifies the reserved date/s and states the consequences of cancellation, non-payment or rescheduling.

Item	Details
Client name	[Insert]
Project / event name	[Insert]
Reserved date/s	[Insert]
Location	[Insert]
Services booked	[Insert]
Total quoted fee	AUD \$ _____
Deposit amount	AUD \$ _____
Deposit due date	[Insert]
Balance due date	[Insert]
Quote / invoice reference	[Insert]

1. Booking confirmation

The booking is confirmed only when Motley Media receives the required deposit and issues written confirmation. Until that occurs, dates remain available to other clients.

2. Deposit treatment

The deposit secures availability, preparation time, administration, scheduling and refusal of conflicting bookings. The deposit is credited toward the project fee unless forfeited or otherwise applied under this agreement.

3. Client cancellation

If the Client cancels after the booking is confirmed, Motley Media may retain the deposit to cover reserved time, administration and loss of opportunity. Any additional refund or credit is at Motley Media's reasonable discretion or as required by law.

4. Rescheduling

Rescheduling is subject to Motley Media availability, venue availability, weather, safety and project requirements. A new date is not confirmed until accepted in writing by Motley Media. Additional costs may apply where rescheduling causes extra work, travel, venue fees, contractor fees or rush delivery.

5. Non-payment

If the Client does not pay the balance when due, Motley Media may pause production, editing, release, upload, delivery or download access until payment is resolved, subject to any non-excludable legal rights.

6. Acknowledgements

The Client confirms that the project details are accurate, the Client has authority to book the services, and any required venue, property, parental, performer, third-party content or location permissions will be obtained before production.

Reason for booking / project type

☐ Wedding or private event	☐ Corporate event
☐ School or child-related project	☐ Drone or aerial production
☐ Commercial content	☐ Editing only
☐ Photography only	☐ Videography only
☐ Other: _____	

Signature and Authorisation

Signing statement: Each person signing confirms that they have read this document, understood its purpose, had an opportunity to ask questions or obtain advice, and has authority to sign for the named party where signing on behalf of an organisation.

Client	Motley Media & Digital Productions
Full name:	Full name:
Position / authority:	Position / authority:



Motley Media & Digital Productions

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Signature: 	Signature:
Date: 	Date: