



CLIENT RELEASE AND MEDIA USE CONSENT FORM

Photography, videography, aerial, editing, graphic design and digital media production

Purpose of this form: This form records the Client's authority, release and consent for Motley Media & Digital Productions to capture, edit, store, deliver, display and otherwise use project media in accordance with the selections, restrictions and terms recorded below.

1. Business and Document Details

Business name	Motley Media & Digital Productions
ABN	64 511 853 908
Address	Princes Hwy, Rockdale NSW 2216
Principal / Managing Director	Ray Gorgievski
Email	admin@motleymedia.com.au
Website	www.motleymedia.com.au
Mobile	0452 668 539

2. Client Details

Client full legal name / organisation	
Authorised representative name and position	
Client ABN / ACN (if applicable)	
Client phone	
Client email	
Client postal address	

3. Project Details

Project / event name	
Project type	
Project date(s)	
Project location(s)	
Project description	



Motley Media quote / invoice reference	
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4. Release, Authority and Consent

4.1 Authority to engage Motley Media

The Client confirms that it has engaged Motley Media & Digital Productions to provide media production services for the Project described in this form and that the person signing this form has authority to bind the Client.

4.2 Authority to capture media

The Client authorises Motley Media & Digital Productions, its personnel, contractors and approved assistants to photograph, film, record, edit and produce media connected with the Project. Media may include still photographs, moving images, audio, drone/aerial footage, graphics, edits, designs, captions, thumbnails, extracts, previews and derivative promotional assets.

4.3 Client permissions and site authority

The Client confirms that it is responsible for obtaining venue, property, participant, parent/guardian, performer, staff, contractor, guest, talent, music, artwork, branding and third-party permissions required for the Project, unless Motley Media has expressly agreed in writing to obtain a specific permission.

4.4 Identifiable persons

The Client acknowledges that photographs and videos may identify individuals. Where the Project involves children, vulnerable persons, private events, employees, performers, guests or members of the public, the Client must obtain all necessary consents from those persons or their authorised parent/guardian before capture or publication, unless an exception has been agreed in writing.

4.5 Audio and private conversations

The Client must inform Motley Media before any private conversation, confidential meeting, performance, lecture, ceremony, interview, workplace activity or restricted activity is recorded. The Client must ensure that any required notice or consent for audio or surveillance-related recording is obtained before capture.

4.6 Editing and creative discretion

The Client authorises Motley Media to make reasonable creative, technical and editorial decisions in selecting, editing, colour grading, cropping, retouching, sequencing, compressing, formatting, rendering and delivering the media.

4.7 Portfolio, marketing and publication use

Subject to the selections in Section 5, the Client grants Motley Media permission to use approved Project media for portfolio, website, social media, showreel, advertising, tender, award submission, educational, internal training and promotional purposes connected with Motley Media's business.

4.8 Restricted projects

If the Project is marked restricted, Motley Media must not intentionally publish the restricted project media to a public gallery or public streaming page, except where the Client later gives written approval or where a selected item is separately approved for portfolio or marketing use.

4.9 Delivery and downloads

Motley Media may deliver Project media through a website portal, private link, access code, email, download page, physical storage device or other reasonable delivery method. The Client is responsible for controlling any access code or delivery link issued to the Client.

4.10 No transfer of underlying ownership unless stated

This form does not transfer Motley Media's copyright, editing files, project files, raw files, working files, templates, presets or production methods to the Client unless a written agreement expressly states otherwise. The Client receives the usage rights or deliverables stated in the quote, invoice, contract or written project agreement.

4.11 Third-party rights

The Client must not use delivered media in a way that infringes third-party rights, breaches venue rules, breaches talent restrictions, misleads the public, defames any person or violates applicable law.

4.12 Withdrawal of permission

A request to withdraw or vary publication permission must be made in writing. Withdrawal is prospective only and does not require Motley Media to reverse uses already lawfully made, printed, delivered, archived, submitted or published before the written request was received, unless required by law.

**4.13 Liability limit for Client-supplied authority**

To the extent permitted by law, the Client is responsible for losses, claims, complaints, takedown demands or third-party disputes arising from permissions, representations, access, approvals, instructions or materials supplied by the Client.

4.14 Consumer law preserved

Nothing in this form excludes, restricts or modifies any non-excludable right, guarantee, remedy or protection that applies under Australian law.

5. Publication and Access Selections

☐ Public portfolio and marketing use approved	Motley Media may use selected media publicly for website, social media, showreel, advertising and portfolio purposes.
☐ Restricted client delivery only	Media may be delivered through private/restricted access only and must not be used publicly without further written approval.
☐ Public use approved only after Client review	Motley Media may submit selected items to the Client for review before public use.
☐ No children/minors to be used publicly without separate parent/guardian consent	Required where minors are identifiable and public use is contemplated.
☐ Credit / attribution required	Preferred credit wording: _____
☐ Other restrictions	Details: _____ _____

6. Privacy and Data Handling Notice

6.1 Motley Media collects client contact details, project information and media files for the purpose of quoting, producing, delivering, administering and evidencing media production services.

6.2 Identifiable photographs and videos may contain personal information. Sensitive personal information may be present where the media reveals matters such as health information, religious participation, ethnic origin, children, private locations, uniforms, workplaces or other sensitive circumstances.

6.3 Motley Media will take reasonable steps to store client details and project media securely and to restrict access to private project material through reasonable technical and administrative controls.

6.4 The Client must notify Motley Media in writing before the Project if any person, location, organisation or item is subject to confidentiality, safety, privacy, child protection, employment, court, venue, copyright, trademark, security or publication restrictions.

7. Special Conditions



8. Client Declaration

By signing this form, the Client confirms that the information supplied is accurate, that the Client has authority to grant the permissions recorded in this form, that all required third-party permissions will be obtained, and that the Client has read, understood and agreed to this Client Release and Media Use Consent Form.

Client / authorised representative signature:	Date:
Printed name:	Position / capacity:
For minors or dependent persons: parent/guardian signature:	Date:
Parent/guardian printed name:	Relationship to subject:
Motley Media representative:	Date received:

9. Internal Use Only

Project folder / slug	
MotFlix access status	☐ Public ☐ Restricted ☐ Private delivery only
Access code issued	
Release stored at	

Document control: This form should be retained with the project file. Do not alter signed forms; issue a new version if terms require amendment.