



Licence granted to: (Agency/Client)	Photographer:
	Licence Number:
	Date of Licence:
Advertiser: (if any)	Return Date:
Product: (if any)	<input type="checkbox"/> Exclusive Licence <input type="checkbox"/> Non-Exclusive Licence

**DESCRIPTION OF JOB/PHOTOGRAPH(S) COVERED BY THIS LICENCE**

Please Note: This is not a commission. Please read clause 1 of the Standard Photographic Terms and Conditions of Engagement [v2006] available from [www.aipa.org.nz](http://www.aipa.org.nz)

**LICENSED PURPOSE**

Non-Advertising	Advertising
<input type="checkbox"/> Editorial (newspaper, magazine, periodical)	<input type="checkbox"/> Magazine/Newspaper/Periodical <input type="checkbox"/> Billboard
<input type="checkbox"/> PR (Public Relations)	<input type="checkbox"/> Poster <input type="checkbox"/> Catalogue
<input type="checkbox"/> Press (news)	<input type="checkbox"/> Brochure <input type="checkbox"/> Point of Sale
<input type="checkbox"/> Book (single publication)	<input type="checkbox"/> Packaging <input type="checkbox"/> TV/Cinema Commercial
<input type="checkbox"/> Any Non-Advertising Use	<input type="checkbox"/> Promotion <input type="checkbox"/> Any Advertising Use
<input type="checkbox"/> Other Use (specify)	<input type="checkbox"/> Internet (specify URL)
<input type="checkbox"/> Internet (specify URL)	<input type="checkbox"/> Other Advertising (specify)

**LICENSED TERRITORY**

New Zealand
  Australia
  Australasia
  Worldwide
  Other (specify)

**LICENSED PERIOD**

1 year
  2 years
  5 years
  In Perpetuity
  Other (specify)

**OTHER LICENCE DETAILS**

<input type="checkbox"/> Special conditions of licence: (if any)	
<input type="checkbox"/> No right to alter image (see clause 1.1.3)	<input type="checkbox"/> The Photographer waives attribution rights (see clause 4); or <input type="checkbox"/> Attribution required as follows:
<input type="checkbox"/> Photographer to act as agent (refer to clause 13.3)	
<input type="checkbox"/> Weather permitting booking (refer to clause 17.1)	

**IMPORTANT NOTE**

The Photographer has accepted this order on Standard Photographic Terms and Conditions of Engagement as previously supplied to you. Please read and check this order confirmation carefully as the work will proceed according to these instructions. Please request our Standard Photographic Terms and Conditions of Engagement [v2006] if you require a further copy.

**CLIENT  
SIGNATURE:**

**PHOTOGRAPHER  
SIGNATURE:**

# Standard NZ Institute of Professional Photography Terms and Conditions

## 1. Licence Granted to Client

Licence includes the Standard Photographic Licence and Order Confirmation Form or estimate upon which verbal confirmation is given or any order confirmation is given by the photographer or any work accompanied by an invoice for service.

Except as provided in Clause 3, the copyright in all Photographic Works (Photographic Works includes transparencies, negatives, prints, digitised images in electronic or any other form or medium furnished by the Photographer) resulting from the invoice or licence remains the property of the Photographer.

The Photographer does not accept commissions to create copyright works other than to agree to licence such parts of the works so created as selected by the Photographer for presentation to the client. This overrides Section 21(3) of the Copyright Act 1994 in accordance with Section 21(4) of the Copyright Act 1994.

The Photographer always retains the right to use the Photographic works in any manner at any time and in any part of the world for the purposes of: (a) Entering the Photographic Works into photographic competitions or awards and for their use in any material published in connection with promoting these competitions or awards; and (b) Advertising or otherwise promoting the Photographer's Photographic Works; and Submitting the Photographic Works for display at art galleries or other premises.

### 1.1 Conditions of Licence

The Licence to use the Photographic Works begins from the date of full payment of the Invoice. No use may be made of any Images before full payment of the Invoice without the Photographer's permission.

The Licence is granted to the Client and must not be assigned to any third party without the Photographer's prior permission, (which shall not be unreasonably refused), but may be sub-licensed by the Client on the same terms and conditions to the Advertiser named in the Licence.

The Client is further licenced to do the following:

- a. use only a portion of the Photographic Works,
- b. manipulate, distort or make alterations (including overprinting of text or other Photographic Works) of the Photographic Works, unless that right under the Licence is removed by marking the checkbox "No right to alter image" on the Licence.

Copyright in any new Photographic Works created from any manipulation, alteration distortion or overprinting of text of the licenced Photographic Works shall remain with the Photographer and shall be licenced to the Client on the same terms and conditions in this agreement. Any breach of these conditions knowingly permitted by the Client which results in damage to the professional reputation of the Photographer, entitles the Photographer to compensation from the Client for that damage in addition to any other remedies available to the Photographer.

The Client shall not without the prior written permission of the Photographer, digitally capture or store the Photographic Works in any form of electronic medium, except for the purpose of the Licence, and provided that the file or other medium in which the Photographic Works are capture or stored must be destroyed immediately after its use for that purpose.

Where so indicated on the Licence, each use of any Photographic Works by the Client must be accompanied by an adjacent credit line acknowledging the Photographers name and copyright in the Photographic Works.

## **2. Copyright of the Works**

All copyrights that arise out of the performance of the Photographers obligations under this contract shall arise not by commission but shall be the creation of the Photographer and the Photographer shall remain the first owner of the Photographic Works and the Client shall be supplied with the Photographic Works for copying on the basis of the Licence, marked by ticking the checkbox as either Exclusive or Non-exclusive. Where any material includes any trade-mark or "getup" of the Client the Licence shall be only for use of copyrights for the purpose the copyrights were originally created for. The Client shall have the right to seek further licences for reuse of any copyright on agreement of a reasonable fee for that use.

## **3. Copyright Assigned**

Where the Licence specifies that copyright in the Photographic Works supplied pursuant to the Licence is to be assigned to the Client in consideration of the Clients payment for those Photographic Works, the Photographer assigns to the Client copyright in al Photographic Works supplied pursuant to the Licence. It is the responsibility to the Client to obtain all model releases and moral rights and privacy waivers necessary for the use of assigned copyright in the Photographic Works by that Client. As a condition of this assignment the Client agrees to indemnify the Photographer in respect of any liability to the Photographer arising from any use of the assigned copyright material.

## **4. Moral Rights**

Unless indicated on the Licence the Photographers moral rights remain. Any waiver of

such moral rights are waived only to the extent possible by the Photographer and no waiver is implied with respect to any other persons interest in works included or which are a component of the Photographic Works.

## **5. Payment**

Fees are payable as outlined on the Licence or Invoice of the Photographer. Interest at the rate of 2.5% per month, calculated daily, may be charged on the amounts unpaid from the due date for payment until payment is made.

## **6. Job Related Costs**

The Client shall reimburse the Photographer for all Job related Costs (Job related costs means the costs and expenses incurred by the Photographer on the Client's behalf in providing Photographic Services to the Client and as detailed on any Invoice). Where the Photographer makes payment to the others on behalf of the Client the Photographer may add a service charge, determined at the Photographers absolute discretion, to its invoiced costs. Unless otherwise arranged, the Client must pay all Job-related costs and any service charges to the Photographer within 7 days of receipt of the Invoice. The Client is not entitled to any property in (a) any authored or artistic works created by the Photographer to support the Photographic works, or (b) any materials used for the creation of an authored or artistic work, as a result of plans or drawings which are commissioned by the Photographer, or (c) any acquisition of goods for use in supporting the Photographic Works.

Such goods, materials, authored or artistic works shall remain the property of the Photographer, unless otherwise agreed between the Photographer and the Client.

## **7. Urgent Work**

Where the Client wants the Photographic Works on an urgent basis, which includes where the Photographer is unable to re-shoot or correct a shot because of an urgent deadline, the Photographer will not be liable for any losses or damages arising out of the inability to carry out a re-shoot or the costs of arranging a re-shoot.

## **8. Changes to the Estimate**

Statements of fees and Job related costs are estimates and not firm quotations and are liable to alteration. The Photographer must bring any change to the estimate to the attention of the Client. Any change to the job specifications made by the Client may change the estimate of the fees and job related costs.

## **9. Cancellation Fees**

When a booking is confirmed as definite the Client becomes liable for payment to the photographer and the Photographer becomes liable to complete the job.

Where the Client cancels the booking:

- a. Within 1 working day of the booked shoot day the Client must pay all expenses incurred for the shoot and a fee of 100% of the Photographers standard fee.
- b. And gives notice of cancellation of greater than 1 day and within 3 days of the booked shoot day, the Client must pay all expenses incurred for the shoot and a fee of 50% of the Photographers standard fee.
- c. Gives notice of cancellation of greater than 3 days and within 1 week of the booked shoot day the Client must pay all expenses incurred for the shoot and a fee of 25% of the Photographer's standard fee.

## **9.1 Postponement Fees**

Where the Client postpones or changes the date of the shoot:

- a. Within 1 day of the booked shoot day, the Client must pay a fee of 50% of the Photographers daily fee for each day which is postponed.
- b. With more than 1 days notice, the Client must pay of fee of 25% of the Photographers daily fee for each day which is postponed.

## **9.2 Work suspended on Client's Instructions**

Where the Client instructs that work is to be suspended for a period of 30days or more, the Client must at the time of suspension, pay the Photographer for all work in progress at that time.

## **10. Return of Photographic Works**

The Client must return all Photographic Works undamaged to the Photographer within 15 working days from the date of expiry of the Licence.

Where any Photographic Works have not been returned as required, the Client must pay a fee of \$50 per day for each of the photographic works for every day or part day after the due return date and upon written notification by the Photographer that the Photographic Works have not been returned.

For each of the Photographic Works that is lost or damaged the Client must pay the Photographer \$1500.00 within 7 days from the date of the expiry of the Licence.

## **11. Client Confidentiality**

The Client must advise the photographer whether any material or information communicated to the Photographer for the purpose of the photography is confidential. The Photographer must keep any such confidential material or information confidential except where it is reasonably necessary to do otherwise to enable the Photographer to carry out the Photographer's obligations or exercise any of the Photographers rights in relation to the Invoice.

## **12. Responsibility for Contractors**

The Client is responsible for making all payments (including rollover fees) and fulfilling all other obligations to person(s) (Contractors) who supply any product or perform any service in respect of the shoot. Where Contractors are models, the Client is responsible for obtaining all necessary model releases. To ensure proper recording of others intellectual property rights which may be part of the photographic Works the Client, within 7 days, on a request by the Photographer, shall copy evidence of these model releases to the Photographer.

Where the Client requests the Photographer to contract Contractors on behalf of the Client the Photographer acts as agent for the Client and the Client indemnifies the Photographer against all costs, disbursements and other obligations arising from the Photographer acting as agent for the Client.

## **13. Indemnity for Breaches of Intellectual Property**

The Client full indemnifies the Photographer against any claims, costs or expenses arising out of any illegal or defamatory Photographic Works produced for the Client and any infringement of any intellectual proper right of any person.

The Client is responsible for obtaining any authorisation, clearance, licence or other form of approval necessary for the lawful use of third party intellectual property works.

## **14. Client Property and Materials Supplied**

Client property and all property and material supplied to the Photographer by or on behalf of the Client is held at the Client's risk and the Photographer accepts no responsibility for the insurance of such property or material.

The Client must pay any sum charged by the Photographer for handling or storing property or material supplied by or on behalf of the Client. Where property and materials are left with the Photographer without specific instructions, the Photographer may dispose of them at the end of six months form the date of receiving them and retain any proceeds.

## **15. Photographic Work of Unacceptable Quality**

Where Photographic Works are not of an acceptable technical quality making it unfit for the purpose of the specified use, then no fee or Job related costs are due to the Photographer. The Photographer has the right to rectify the defect causing the rejection within a reasonable time, having regard to the urgency of the work, but may not charge the Client any extra fee or costs for rectifying the defect.

Where there is a representative of the Client at the shoot, the representative is responsible for the direction of the work. Acceptance of the work by this representative is confirmation that the Photographer has satisfied the artistic quality and interpretation requirements of the shoot. If the representative is not at the shoot then the Photographer's judgement is absolute within the limits imposed by any documented agreements of the nature of the intended work.

If the Photographer produces Photographic Works that are in the same style and structure as the Photographer's past work (by reference to the Photographer's portfolio) the Client is deemed to have accepted the Photographer's artistic interpretation.

If there is a dispute as to artistic interpretation or technical quality which is unresolved after negotiations between the Photographer and the Client then the dispute shall be referred to the President of the New Zealand Institute of Professional Photography who shall appoint a suitably qualified person/s to determine the matter.

## **16. Weather Conditions**

A weather permitting booking must be agreed between the Client and Photographer prior to the shoot. Upon postponement or cancellation of a shoot due to bad weather the Client must pay the Photographer all expenses incurred up until the time that the shoot was postponed and 50% of the Photographers fee which was to be charged for the shoot. The Client is responsible for taking out weather insurance.

## **17. Where Supply for Business Purposes, Consumer Guarantees Act 1993 not to apply**

The Client acknowledges that where the Photographic Works or Photographic Services (Photographic Services means the provision by the Photographer of Service related to the producing of Photographic Works and includes the supply of any other goods or services by the Photographer) supplied under the Invoice and Licence are purchased for business purposes the Consumer Guarantees Act 1993 shall not apply.

## **18. Photographer not Liable for Losses**

Except as provided for by the Consumer Guarantees Act 1993, the Photographer shall not be liable for:

- a. Any loss or damage arising by reason of any delay in the completion of the Photographic Works
- b. Any loss of profits
- c. Any indirect or consequential loss of whatever nature; or
- d. And loss resulting from any errors or omissions arising from an oversight or a misinterpretation of the Clients verbal instructions
- e. Any loss arising directly or indirectly from any breach by the Photographer of any of its obligations under these terms and Conditions of Engagement or from any negligence on the part of the Photographer or its employees.

## **19. Liability of Photographer Limited**

Except where provided to the contrary by the Consumer Guarantees Act 1993, the Photographers liability to the Client for any and all costs, loss or damage suffered by the Client, however caused arising out of or connected with the performance or failure of performance of any photographic Services by the Photographer shall not exceed the full value of the payments made by the client under the invoice.

## **20. Contract may be terminated on notice**

Effective termination of this agreement by the Client must be in writing and give reasonable notice to the photographer. The Client must compensate the Photographer for all fees and expense incurred by the Photographer until the date of termination. Upon receipt of such notice from the Client the Photographer must take immediate steps to bring the photographic services to a close and to reduce expenditure to a minimum.

Contact [Robert](#) at Albany Studios if more information is needed.