

**PULSE PRODUCTIONS INC.
184005 TWP 580
ST. MICHAEL, ALBERTA
TOB-4B0**



DJ & Videography: 1-780-919-9981
Photography & Photo Booth: 1-780-896-2365
Web: www.pulseproinc.com
Email: info@pulseproinc.com

PULSE PRODUCTIONS INC. COMPANY POLICIES

1.0 Refunds

1.1 All deposits are non-refundable if the client cancels. Pulse Productions Inc. reserves the right to refuse deposit returns. Pulse Productions Inc. may make exceptions under special circumstances; however a refund cheque could take up to 4-6 months to return.

1.2 Deposits refunds will only be upheld if Pulse Productions Inc. refuses the work agreed upon or if Pulse Productions Inc. cancels. Pulse Productions Inc. will return the deposit under these circumstances within 2-3 weeks.

1.3 It is ultimately up to Pulse Productions Inc. management to decide if special circumstances are to be applied.

2.0 Photography & Videography

2.1 Proof photographs shall be delivered to the Client on CD. The client shall provide the Photographer with a written list of the proof images from which final photographs are to be prepared, and specify the number and format(s) of the final photograph to be delivered for each proof image.

2.2 The Client shall assist and cooperate with the Photographer/ Videographer in obtaining the desired photographs and video, including but not limited to specifying persons and/or scenes to be photographed; taking time to pose for photographs at the Photographer's direction; providing a person to guide the Photographer to desired persons and/or scenes; pre-shoot consultations, etc. The Photographer shall not be responsible for photographs not taken as a result of the Client's failure to provide reasonable assistance or cooperation.

3.0 Copyright

3.1 Pulse Productions Inc. retains copyright in all photographs and video produced and hereby grants the Client unlimited rights to use or reproduce the photographs and/or video for which the Client pays.

3.2 Pulse Productions Inc. retains copyright to the following.

3.2.1 Photographs by Pulse Productions Inc. / Pulse Photography

3.2.2 Video by Pulse Productions Inc.

3.2.3 Video captured during Pulse Productions Inc. events.

3.2.4 All images on Pulse Productions Inc. website.

3.2.5 All media on Pulse Productions Inc. website.

3.2.6 All media on Pulse Productions Inc. social networks (Facebook, Twitter, LinkedIn, Myspace, YouTube, Vimeo, and Blog)

3.2.7 Pulse Productions Inc. logo.

4.0 DJ Services

4.1 All events that are held outdoors must have the following.

4.1.1 Shelter (3 walls and a roof)

4.1.2 Power (220 power outlet or 2 regular household outlets)

4.1.3 Appropriate flooring (wood chips, concrete, plywood)

4.2 All events that Pulse Productions Inc. has agreed to, will be upheld with the highest level of professionalism, adhere to all best business practices, and provide excellent entertainment to all customers and clients.

4.3 Pulse Productions Inc. has a no tolerance policy (explained in paragraph 6.0) to any patrons, customers, clients or guests who verbally or physically attack Pulse Productions Inc. staff. If such a situation does occur, Pulse Productions Inc. reserves the right to stop all services until Pulse Productions Inc. and the client can come to a mutual resolution. Pulse Productions Inc. also reserves the right to completely stop all services and leave the establishment where the service is to be provided only if Pulse Productions Inc. staff feels that their life is in danger or if no mutual resolution can be reached. Pulse Productions Inc. also reserves the right to involve the authorities (establishment staff & management and/or police service) If the situation can not be resolved mutually, Pulse Productions Inc. reserves the right to take legal action. If the situation is resolved in the Alberta Queen's Bench Court System, the defendant agree's to pay Pulse Productions Inc. legal fees.

5.0 Legal & Ethical

- 5.1** Pulse Productions Inc. staff and management must follow Pulse Productions Inc. company policy.
- 5.2** All staff is required to provide a valid drivers abstract from the past 5 years.
- 5.3** All staff is required to provide a valid criminal record check from the province of Alberta.
- 5.4** Pulse Productions Inc. staff must review the company policy once every 6 months.
- 5.5** All staff must undergo a background check on child welfare, due to staff working with youth under the age of 18.
- 5.6** If any notation in section 6.0 is violated, legal action will be taken against the person, persons, group, company in question. Pulse Productions Inc. has a strict ZERO TOLERANCE towards any type or form of harassment. If the situation is resolved in the Alberta Queen's Bench Court System, the defendant agree's to pay Pulse Productions Inc. legal fees.

6.0 No Tolerance

- 6.1** Pulse Productions Inc. reserves the right to stop all services if the following occurs.
 - 6.1.1** Elevated levels of intoxication that result in a person's ability to reason.
 - 6.1.2** Verbal abuse. (Threats, harassment, slander, libel)
 - 6.1.3** Physical abuse. (Any type of physical abuse resulting in injury or death)
 - 6.1.4** Unsafe work conditions / Unsafe establishments.
 - 6.1.5** Horseplay (Any type of horseplay resulting in equipment damage, human injury, or death)
 - 6.1.6** Harassment. (Pulse Productions Inc. will not tolerate any type of harassment, especially sexual harassment, libel, slander, or any type of harassment posted on/in social media outlets i.e. Facebook, Twitter, YouTube, Vimeo, LinkedIn, Myspace, Blogger, Blog Spot, Tumblr, Flickr)

Direct all inquiries to Pulse Productions Inc. Contact information can be found on our website at www.pulseproinc.com

Pulse Productions Inc.
Revised: December 3, 2018