



# Booking Overview

Service summary and working process for KeeLight Lighting Design

## **KeeLight Lighting Design**

*KeeLight Lighting Design is a sole trader business,  
operated by Ryan David Keeling.*

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Updated: 27/04/2026

*This document provides a summary of how KeeLight Lighting Design operates.  
Full Terms & Conditions apply to all bookings.*

## **1. Working Together**

When you book KeeLight Lighting Design, you're engaging a professional lighting design and operation service tailored to your event.

Once a quote is approved, the booking is confirmed and the date is reserved for your production.

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## **2. What's Included**

Your booking typically includes:

- Lighting design and programming for your event.
- Operation of the lighting system during rehearsals and performance.
- Setup, control, and pack-down of lighting equipment (where supplied).
- Technical input and production support relating to lighting.

The exact scope is confirmed in your quotation.

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## **3. Changes & Additional Work**

Your booking covers the agreed scope outlined in your quote.

If additional work is requested (such as design changes, extra programming, or extended requirements), this may require an updated agreement and may incur additional cost.

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## **4. Equipment**

Where lighting equipment is supplied, it remains owned and operated by KeeLight Lighting Design unless agreed otherwise.

Where equipment is installed on site, the Client is responsible for ensuring it is not interfered with or damaged.

This helps ensure consistent and safe operation during your event.

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## **5. Payment**

Invoices are issued for your booking and are typically payable within 14 days.

For live events, payment is usually required before the event takes place, particularly where the event occurs within standard invoice terms.

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## **6. Cancellations**

If a confirmed booking is cancelled, a cancellation fee may apply depending on how close to the event the cancellation occurs.

This reflects time reserved for your event and preparation work already carried out.

Full details of cancellation terms are outlined in the Terms & Conditions.

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## **7. Working On Site**

My involvement typically runs from setup through to the end of the event, including pack-down and removal of lighting equipment.

Any additional work outside the agreed scope can be discussed if required.

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## **8. Safety**

If any safety concerns arise during setup or operation, they will be discussed with the venue or event organiser.

If issues cannot be resolved safely, work may need to pause or stop until it is safe to continue.

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## **9. Documentation**

Full Terms & Conditions apply to all bookings and form the legal agreement for services. A copy is provided with your quotation or available on request.