DOCUMENT 07 — SOCIAL MEDIA & MARKETING IMAGE AUTHORISATION

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Document Version: 1.0
Effective Date: 2 September 2026
Review Date: 2 September 2027

1. Purpose of This Authorisation

This Social Media & Marketing Image Authorisation ("the Authorisation") records the Client's permission for Spotlight Multimedia Group Ltd ("Spotlight", "the Company", "we", "us" or "our") to use photographs, video recordings and other visual material captured in connection with the Client's event, production or project for Spotlight's own promotional and marketing purposes.

By signing this document, the Client confirms that they have authorised Spotlight to use the relevant photographs and/or video for the purposes described below and that they have informed Spotlight of any individuals, images or material which must not be used.

This Authorisation forms part of the contractual documentation between Spotlight and the Client where identified as applicable in the Main Hiring Agreement.

2. Permission Granted to Spotlight

By agreeing to this Authorisation, the Client gives Spotlight permission to use appropriate photographs, video recordings, still images, extracts and other visual material captured in connection with the relevant event or project for Spotlight's own promotional and marketing purposes.

This permission includes use on Spotlight's website, social-media accounts, portfolio, promotional materials, brochures, presentations, advertising, showreels, promotional videos, exhibitions, displays and other legitimate marketing or promotional channels operated or controlled by Spotlight.

Spotlight may select suitable material from the photographs and recordings captured as part of the agreed assignment without requiring separate approval from the Client for each individual image or video.

3. Client's Confirmation of Permission

By signing this Authorisation, the Client confirms that they have considered the permissions and restrictions applicable to the event or project and have communicated to Spotlight any person, group, image, recording, location or other material which must not be used for Spotlight's own promotional purposes.

The Client understands that Spotlight will rely upon the information and instructions provided by the Client when determining what material may be used.

The Client confirms that, where obtaining permission or consent is the Client's responsibility, the Client has obtained the appropriate permission or consent necessary for the use authorised by this document.

4. Children and Young People

Where children or young people under the age of eighteen appear in photographs or recordings, the Client confirms that they have considered the permissions applicable to those individuals and have informed Spotlight of any child whose image must not be used for Spotlight's promotional purposes.

Where the Client is responsible for obtaining parental, guardian or other permission, the Client confirms that the necessary permission has been obtained before agreeing to this Authorisation.

The Client must ensure that any applicable restrictions are communicated to Spotlight in accordance with the Company's **Children and Young People – Photography, Videography and Safeguarding Policy**, **Client Photography and Filming Declaration** and **Form 08 – Event Photography & Filming Restrictions Form**.

5. Spotlight's Use of the Material

Spotlight may select and use suitable material at its reasonable professional discretion.

The Company may crop, resize, colour-correct, edit, sequence, combine or otherwise adapt photographs and video where reasonably necessary to create promotional material suitable for the intended platform or format.

Spotlight will not intentionally use material in a manner which is misleading or intended to embarrass, ridicule or demean the Client or individuals depicted.

6. Copyright

Copyright in photographs, video recordings and other creative material created by Spotlight remains with Spotlight unless expressly transferred in writing.

This Authorisation grants Spotlight permission to use the relevant material for its own promotional and marketing purposes. It does not transfer ownership of the material or any intellectual-property rights to the Client.

The Client's separate rights to use the material are governed by the applicable Main Hiring Agreement and Copyright & Media Licence Agreement.

7. Client Responsibility for Information Provided

The Client confirms that the information and restrictions provided to Spotlight are accurate to the best of the Client's knowledge.

The Client must notify Spotlight promptly if information previously supplied changes or if a new restriction becomes known.

Spotlight will rely upon the information provided by the Client when selecting material for promotional use.

The Client acknowledges that Spotlight cannot reasonably be expected to independently determine the permissions or restrictions applicable to every individual appearing in photographs or recordings.

Where specific individuals must not be photographed or filmed, or where restrictions apply to the use of particular material, the Client should ensure that the relevant information has been provided through **Form 08 – Event Photography & Filming Restrictions Form** or otherwise clearly communicated to Spotlight.

8. Changes or Withdrawal of Authorisation

The Client should notify Spotlight in writing as soon as reasonably practicable if they wish to amend a restriction or request that particular promotional material no longer be used.

Spotlight will consider such requests fairly and in accordance with applicable law and the circumstances of the original authorisation.

Where Spotlight agrees that material should be removed, the Company will take reasonable steps to remove it from platforms and channels under its direct control.

Spotlight cannot guarantee removal from third-party websites, social-media accounts, reposts, downloads, screenshots, printed material or other locations outside the Company's direct control.

9. Previously Published Material

Where promotional material has been lawfully published under this Authorisation, the subsequent withdrawal or amendment of permission will not necessarily require Spotlight to recall printed material, recover material already distributed or remove copies held by third parties.

Spotlight will, however, take reasonable steps in relation to future use and material under its direct control where appropriate.

10. Data Protection

Photographs and video recordings containing identifiable individuals may constitute personal data.

Spotlight will process such material in accordance with applicable data-protection legislation and the Company's **Data Protection & Privacy Policy**.

The Client's authorisation under this document does not remove any independent legal obligations which may apply to Spotlight.

11. Client Declaration and Authorisation

By signing below, the Client confirms that:

1. They authorise Spotlight Multimedia Group Ltd to use photographs, video and other visual material captured in connection with the relevant event or project for Spotlight's own social-media, portfolio, marketing and promotional purposes.

2. They have informed Spotlight of any individual whose image must not be used for those purposes.

3. They have informed Spotlight of any other material, location, performance or content which must not be used for those purposes.

4. Where obtaining permission or consent is the Client's responsibility, they confirm that the appropriate permission or consent has been obtained.

5. They understand that Spotlight will rely upon the information and restrictions provided by the Client.

6. They understand that signing this Authorisation means that Spotlight does not need to obtain separate permission from the Client for each individual photograph or video which falls within the scope of this Authorisation.

7. They understand that this Authorisation does not remove any independent legal obligation which may apply to Spotlight.

SPOTLIGHT MULTIMEDIA GROUP

CLIENT AUTHORISATION

I confirm that I have read and understood this document and **authorise Spotlight Multimedia Group Ltd to use photographs, video recordings and other visual material captured in connection with my event or project for Spotlight's own social-media, portfolio, marketing and promotional purposes**, subject to the restrictions and exclusions communicated to Spotlight by me and any other applicable agreement.

I confirm that I have provided Spotlight with all relevant information concerning individuals, material or circumstances which I know must not be used for Spotlight's own promotional purposes.

Client / Organisation:

Authorised Representative:

Position / Role:

Signature:

Date:

SPOTLIGHT MULTIMEDIA GROUP LTD

Authorised Representative:

Signature:

Date: