

SERVICE AGREEMENT

Terms and conditions applicable to all wedding bookings.

As your celebrant I will help plan and conduct your marriage ceremony at the agreed time, date and place including:

- ♥ All meetings with you to discuss the wedding including emails and phone conversations;
- ♥ Preparation of all the relevant legal forms;
- ♥ Working through and refining a legal ceremony based on your personal taste;
- ♥ Provide you with written resources for you to consider when planning your ceremony;
- ♥ A wedding rehearsal, if required;
- ♥ Travel by me up to an 80km round trip each for ceremony and rehearsal;
- ♥ Deliver your ceremony at the day and time stated in a professional, joyful and meaningful way;
- ♥ Lodgment of forms and ordering of certificate with the appropriate Births, Deaths and Marriages authority;

I reserve the right to leave the place of the Marriage ceremony 45 minutes after the agreed start time if one or both of you have not arrived without notification or the ceremony cannot proceed for any reason outside my control. In the event of the above occurrence, you will liaise with me to mutually agree on a later time and place for me to solemnise the marriage for an extra fee.

If I am unable on the day to conduct the ceremony for any reason, I will advise you as soon as practical. All reasonable efforts will be made by me to arrange for the ceremony to be completed by another registered marriage celebrant at my own cost.

As my clients you will need to:

- ♥ Provide me with all requested original documentation no later than seven days prior to the wedding day;
- ♥ Provide two English speaking witnesses over the age of 18 on the wedding day;
- ♥ Provide a registered interpreter if deemed necessary by me;
- ♥ Pay deposit and balance of fees as set out in the fee schedule;
- ♥ Inform me immediately in writing of any change to the date, time or location of the marriage ceremony. I reserve the right to terminate the agreement and retain the booking fee should I be no longer able to conduct the ceremony due to these changes;
- ♥ If the ceremony location is to be changed at the last minute to the alternative venue due to inclement weather, then either party must inform me personally or by phone as I will only change location at the direct request of the couple. Please understand that short notice may result in the delay of my arrival at the new location;
- ♥ Provide a suitable table and chairs on which to sign the paperwork at the ceremony location;
- ♥ Arrive at the venue not appearing to be under the influence of any drug or other substance, otherwise I am lawfully not authorised to solemnise the marriage; and Judgment is at my sole discretion; this also applies to your witnesses.

FEES AND CANCELATION POLICY

I offer the following costs for Wedding ceremonies. I believe a great ceremony can't happen without a great script which is why I offer exceptional service and creative, unique ideas that will best fit your needs and circumstances.

My fee for a full Wedding ceremony is \$750

My fee for a Legals only ceremony is \$450

Additional charges

- ♥ Fuel or flight costs if location further than the 80km round trip specified in terms and conditions at the cost of \$5 per 10km or part there of for car and \$10 per 10km for flights.
- ♥ Accommodation costs if an overnight stay at the location is required.
- ♥ Preparation of legal documents if required by the Department of Immigration.
- ♥ Costume Hire if a themed wedding requires it.

Deposit:

A deposit of \$200 confirms your booking and locks in your date. The deposit should be paid at your first meeting with me or within seven days after. If no deposit is received the date will be released. The balance of the fee is due fourteen days prior to your ceremony. Payments can be made by cash or bank transfer as per invoice.

CANCELATIONS AND REFUND POLICY

In the event that I have to cancel the booking up to two weeks prior to the wedding day a full refund will be given. In the event you wish to cancel your ceremony, notice must be given to me in writing at least 60 days in advance of the booked wedding date. At this stage 50% of the deposit is refundable. 30 days prior to the booked wedding date the deposit becomes nonrefundable and 50% of the balance will be payable in lieu of loss of earnings, If 14 days or less notice is given 100% of balance will be payable.

ACKNOWLEDGEMENT AND ACCEPTANCE

We have read, understood and agree to the terms and conditions and fees as set out in this document.

We would like Carryl Naylor to conduct our marriage.

On ____/____/____ at ____ time, at

_____ location.

Party 1 Name: _____ Signature: _____
_____ date: ____/____/____

Party 2 Name: _____ Signature: _____
_____ date: ____/____/____

Carryl Naylor: _____ date: ____/____/____