



Wedding Officiant Services Contract

Wedding Ceremony Agreement and Confirmation

This agreement, made this _____ day of _____, 20____ by and between **Diakonos Independent Ministries of Maryland** hereinafter referred to as: **The Officiant**

and _____ and _____ including any agents, coordinators, or financial guarantors acting on their behalf to secure services, hereinafter referred to as: **The Couple**.

WITNESSETH: In consideration of the mutual covenants and agreement herein contained, **The Officiant** and **The Couple** hereby agree to the following terms and conditions:

THE OFFICIANT’S RESPONSIBILITIES:

1. **The Officiant** shall perform a marriage ceremony for **The Couple** on the _____ day of _____, 20____ at the approximate time of: _____ a.m./p.m. at/on the facility of _____

located at: _____

2. **The Officiant** warrants that he/she is a professional officiant, recognized as a legally ordained officiant or minister in good standing with a religious order, or credible licensing organization, and/or is in good standing and recognized under the licensing and ordaining authority of **Diakonos Independent Ministries of Maryland** as being fully qualified to officiate wedding ceremonies and solemnize the rites of all marriages in most states in the U.S.

3. **The Officiant** will provide the following services under the terms of this agreement:
 1. A preliminary confirmation reserving the date, time and location of the wedding ceremony as indicated above will be sent via email to **The Couple**.
 2. Provide premarital counseling and education, unless a waiver addendum has been attached to this agreement.
 3. Creation of the ceremony.
 4. Two weeks prior to the wedding, a member of **The Couple** will receive a final check-in call to reconfirm all aspects of the ceremony and list all items which will be needed on the day of the wedding.
 5. **The Officiant** shall complete and execute the marriage license and file (mail) said license in accordance with the instructions set forth by the jurisdiction from where the license was obtained.

THE COUPLE'S RESPONSIBILITIES:

1. **The Couple** understands that they must obtain a Marriage License *at the appropriate jurisdiction for which the ceremony will be performed* and shall provide said Marriage License to **The Officiant** to review and execute on the day of the ceremony. **The Couple** has been informed and fully understands that if a valid marriage license is not presented with government issued identification to **The Officiant** BEFORE the ceremony is performed, **The Officiant** cannot perform a legally valid marriage ceremony.
2. **The Couple** understands and acknowledges that **The Officiant** is restricted by the bylaws and code of conduct and ethics of their organization from performing Same-Sex ceremonies as it is a direct violation of the organizations statement of faith.
3. **The Couple** shall not change the date, time or location of the wedding as listed in paragraph 1 of this agreement without first contacting and advising **The Officiant** of said change so as to determine if **The Officiant** is still available to perform the ceremony. **The Couple** also understands and recognizes that **The Officiant** performs other wedding ceremonies for other couples or other pastoral, or administrative duties and such change of date, time, or location without first notifying **The Officiant**, or any excessive lateness (30 minutes & over) of the

originally scheduled wedding ceremony time may prevent **The Officiant** from performing the ceremony. If **The Couple** does change the date, time, or location of the scheduled wedding ceremony, and **The Officiant** is unavailable to perform the ceremony, then **The Officiant** reserves the right to cancel the performance of their ceremony, and shall in no way be held responsible or liable in any manner whatsoever for non-performance.

4. If **The Officiant** can still perform the wedding ceremony on the new date, time, and location, then this agreement shall be canceled and a new agreement entered into reflecting the new date, time and location.
5. **The Couple** agrees to pay **The Officiant** a ceremony performance fee of \$____.00 which reflects any applied discount offers that **The Couple** have met the qualification for and have applied, plus any mutually agreed upon additional services and/or travel expenses outside the 50 mile radius of 2945 Emmorton Road Abingdon, MD 21009. To reserve the above date, a NON-REFUNDABLE deposit in the amount of \$____.00 shall be remitted with this agreement (made payable by cash, cashier's check paid to the order of Rev. Steven D. Hofmeister, money order, credit card, or Paypal). The balance of the ceremony fee remaining, in the amount of \$____.00, must be paid in the form of cash, cashier's check paid to the order of Rev. Steven D. Hofmeister, money order, credit card, or Paypal which is due two weeks prior to the ceremony date. If payment is not received two weeks before the wedding date, then time and date reservations are canceled and may be booked by other parties, without exception and without notice. If The Couple needs to make partial payments, they may do so as long as payment in full is received two weeks prior to the ceremony date. Reservations made with less than 30 days remaining until the wedding require a 100% non-refundable payment. Should reservations be canceled with 21 days or less remaining before the reserved date, payment in full is required to avoid legal action.
 1. A deposit of \$____.00 must be paid in advance and is required, along with a signed contract, to book a date and time for a wedding. Deposits are not refundable should the wedding be canceled for any reason. This deposit will be applied to rescheduled ceremonies.
 2. Fees are based upon the amount of service time provided. If services go beyond the outlined details (i.e. extensive phone calls, email communications from those who have been waived participation in the premarital counseling and education program, or delays with the start of the ceremony) additional fees will be assessed accordingly at the rate of \$50.00 **per half hour** and are due paid prior to the signing of the marriage license.

3. You will receive a notice (via email or mail) acknowledging receipt of the deposit and confirming your booking date and time. A PDF copy of this document in its entirety will be returned to you by email. Hard copy of this document in its entirety will be returned to you within 30 business days if you so request.
6. **REFUSAL: The Officiant** reserves the right to refuse any request for a reservation and further reserves the right to refuse to perform any service that he/she is not comfortable with, even though a reservation was accepted. If a wedding service that has been reserved is not performed, then a refund shall be due in the same form it was received.
7. **LATE FEES: The Officiant** may waive the late fee charge, at his/her discretion. No refund will be given if **The Officiant** is not able to perform the ceremony because of any delays beyond the stipulated time period. If for ANY reason the ceremony starts 30 minutes or more after it is scheduled, **The Officiant** may, at their option, perform a very shortened or simple ceremony in place of the agreed-upon ceremony. Neither shall Diakonos Independent Ministries of Maryland or its ordained, sanctioned, or licensed officiants, staff, or volunteer personnel be held liable for any costs of the ceremony or reception, or damages of any kind. The Officiant will charge an additional \$50.00 **per half hour** if required to wait more than 29 minutes past the scheduled starting time. Said fee is due paid prior to the signing of the marriage license. The ability of The Officiant to wait more than 30 minutes will be solely at **The Officiant's** discretion. If **The Couple** wishes to void this clause and reserve **The Officiant's** services for the entire day, there will be an additional \$300.00 charge, and this must be agreed upon according to the availability of **The Officiant** at the time of contract signing.
8. **TRAVEL AND EXPENSES:** Any travel of over 50 miles (one way) from The Officiant's base address of 2945 Emmorton Road Abingdon, Maryland 21009 shall be charged at \$1.00 **per mile (round trip)**. Mileage will be determined using Google Maps. All toll expenses are also the responsibility of The Couple. Additional travel expenses may include a one- or two-night hotel stay, if the rehearsal and/or wedding are more than 90 miles away for the night before the wedding. These details **MUST** be discussed prior to signing the contract. Hotel accommodations are required for any of the following conditions: a) If the wedding is before 11:00 a.m. and more than 90 miles away (for the night before the wedding); b) If the wedding is after 6:30 p.m. and more than 90 miles away (for the night of the wedding); c) If the wedding is more than 90 miles away and service is requested for rehearsal the night before the wedding. All travel expenses should be included in the total ceremony cost and need to be paid two weeks prior to the ceremony. All parking fees and entrance fees to your venue are to be paid by **The Couple** and shall be included in the total ceremony cost and shall be paid two weeks prior to the ceremony.

9. **ADD ON CEREMONY ITEMS:** The Couple accepts responsibility for purchasing items needed to perform any of the smaller ceremonies that they may wish to include in their ceremony (i.e. Unity or memory candles, Unity Cross, wine, roses, sand, etc.). These items may be shipped to **The Officiant** as a convenience to out of town couples. If **The Couple** requests any special provisions from **The Officiant**, these details should be submitted in writing no later than three weeks prior to the ceremony date.

10. **PARTICIPATION IN PREMARITAL COUNSELING AND EDUCATION:** If a waiver addendum has not been attached to this agreement signifying **The Couple** has been granted a waiver of participation from the premarital counseling and education portion of our services by **The Officiant**, the participation and completion of this counseling and education by both members of **The Couple** is required prior to the ceremony. The required premarital counseling and education is offered without additional service fee as part of our services. Additional fees may be assessed in the following cases.
 1. If a member of **The Couple** does not attend a session as scheduled, and has not canceled or rescheduled at least 48 hours prior to the missed session, a \$25.00 missed session fee will be assessed and must be paid prior to the ceremony. This missed appointment fee can be waived in some circumstances at the discretion of **The Officiant**.
 2. The purchase of additional materials, books, or other educational materials that are not normally part of our services and have been agreed upon by **The Couple** and **The Officiant** in writing. **The Couple** will be responsible for the costs of these materials and must be paid prior to the ceremony.

GENERAL PROVISIONS:

1. **The Officiant** shall arrive at the wedding location 20 minutes prior to the time of the wedding ceremony, and 20 minutes prior to any scheduled rehearsals. **The Couple** fully understands and agrees that **The Officiant** shall not be responsible or held liable in the event **The Officiant** is prohibited from performing **The Couple's** wedding ceremony due to illness, hospitalization, auto accident, transportation breakdown/disruption, traffic difficulties, acts of God such as hurricanes or inclement weather or other unforeseen incapacitation or other cause of non-arrival on the day of the ceremony. **The Officiant** will make every attempt to notify **The Couple** and to provide a substitute Officiant who can perform a wedding ceremony if time and resources permit. In any event, **The Officiant**, their agents and assigns shall NOT be held liable for any compensation or any damages (including punitive) due to non-performance of any

ceremony/function resulting from such incapacitations, non-arrival, errors and/or omissions of any type.

2. **The Couple** gives permission and shall allow **The Officiant** to post a photograph(s) of them with **The Officiant** on **The Officiant's** website, service websites, or directories for viewing by the internet community. **The Couple** also grants permission for **The Officiant** to utilize any photographic, or video media either provided to or obtained by **The Officiant** to include those staff, aids, and service providers provided by **The Officiant** for promotional and advertising use. **The Couple** acknowledges that this is for promotional purposes only and they do not expect to receive any compensation of any kind. There shall be no expiration for this permission.
3. **The Officiant** gives permission and shall allow **The Couple** to use any photographs, videos, or other recording media in which **The Officiant** is in, or part of, in any manner or for any purpose they wish.
4. This agreement and attachments constitute the entire agreement between the parties and may not be modified except in writing signed by both parties or by the acknowledgment of email received by both parties. No other representations or promises have been made except those that are set out in this agreement.

If any part of this agreement is adjudged invalid, illegal, or unenforceable, the remaining parts shall not be affected and remain in full force and effect.

Total Fee: \$_____ - Discount \$_____ = Ceremony Fee \$_____ + Applicable Add-on Fees

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Total \$ _____

Payment Terms:

A deposit of \$_____ is due at contract signing to reserve your date and is **not** refundable. The balance of total fee (\$_____) is due two weeks **before** the ceremony by: made payable by cash, cashier's check paid to the order of: Rev. Steven D. Hofmeister, money order, credit card, or Paypal. .

IN WITNESS WHEREOF, the parties hereto agree to the terms and conditions as described above and have caused this contract to be signed on the dates indicated below, but effective as of the effective date.

(Officiant) Printed Name (Officiant) Signature (Date)

(Client Known as The Bride) Printed Name Bride's Phone Number

(Client Known as The Bride) Signature (Date)

(Client Known as The Groom) Printed Name Groom's Phone Number

(Client Known as The Groom) Signature (Date)