

Wedding Officiant Agreement

This agreement made on ___/___/___, between _____ [Referred to as Client], and Minister Janice Beasley [Referred to as Officiant] for officiating the wedding of _____ and _____ on ___/___/___ with ceremony scheduled to begin at _____ [Time] am pm.

Officiant Fee \$250.00

Retainer - An initial deposit of \$50.00 and a signed contract is required to secure service. Balance of \$200.00 is due upon Officiant's arrival day of the ceremony.

Day of Ceremony instructions:

1. Officiant will arrive approximately 30 minutes prior to the scheduled ceremony start time. Please have someone designated to turn over Marriage License Packet and final payment to Officiant upon arrival.
2. Officiant will complete the paperwork, so it is ready to be presented to the couple at the end of the ceremony.
3. Officiant will begin the ceremony by greeting any guest present and offering a word of encouragement to the Bride and Groom.
****Any special participation should take place at this time (ie: song, reading, etc.)
4. Officiant will oversee and guide the couple through the exchange of vows and rings (if applicable). Custom vows are allowed.
5. Officiant will close the ceremony portion with a prayer.
6. Officiant will present the signed Marriage License to the couple and introduce them for the first time as Mr. and Mrs.

Marriage License – Client understands that it is the Client's responsibility to acquire a valid marriage license in the county where the wedding ceremony will take place, and the marriage license must be on the premises when the ceremony is performed. Client understands that failure to have these legal documents means that the wedding officiant cannot legally perform the ceremony and is under no obligation to do so. The officiant may at his/her discretion perform a symbolic ceremony, which will have no legal merit, and perform another ceremony in private for the couple once the legal documents are presented, for an additional fee.

The Courthouse copy of the license paperwork must be returned to the courthouse where it was obtained within 5 days of the ceremony date. If requested, Officiant will submit copy by mail, however it is recommended that Client take designated copy to courthouse to prevent delays and to obtain any certified copies needed. Instructions on obtaining certified copies is included in the License Packet.

Travel Accommodations – For all weddings taking place further than 30 miles (one way) from the official's address, an additional travel fee of \$2.00 per mile will be incurred.

Attire – Officiant will wear proper attire, as agreed to by Client.

Liability – It is understood that Officiant is only liable for services completed and provided by Officiant and cannot be held liable for the services of other contracted vendors. It is understood that in no event shall Officiant be liable for consequential damages of any kind. Client agrees that in all circumstances, Officiant's liability shall be exclusively limited to an amount equal to the performance fee shall be liable for indirect or consequential damages arising from any breach of contract.

Cancellation Policy – The \$50 deposit is non-refundable. If event is cancelled or Officiant's services are no longer required, all fees paid in excess of the \$50.00 deposit will be returned.

Responsibility - Officiant is not responsible for Acts Of God, Natural Disasters, an Act Of Government such as A Declaration of National or Local Emergency, or Other Incidents Not within the control of Officiant. In the unlikely event that the Officiant is unable to keep a scheduled date liability is limited to the return of all fees paid, including the deposit.

Postponement Policy – If event is postponed Client has the option of selecting an alternative date at no additional charge, depending on Officiant’s availability. If Officiant is not available on the alternative date, all fees paid in excess of the \$50 deposit will be returned.

Overtime – Client understands that they must adhere to the agreed-upon ceremony start time. Officiant does understand that wedding days do not always go as planned and will allow a 30-minute grace period. Weddings starting more than 30 minutes after the designated start time will be charged an additional fee of \$25.00 per hour or part thereof.

Rehearsals – If the client wishes to have Officiant attend a wedding rehearsal, it needs to be explicitly added to the package, and an additional fee of \$150 will apply.

Ceremony Items – If the ceremony includes a sand ceremony, unity candle, or any other special feature, the client is responsible for furnishing all necessary equipment including tables and/or linens.

The undersigned have read this contract, understand its terms, and agree to be bound thereby. Any additions, deletions, or revisions must be made in writing and approved by all responsible parties. The parties agree that this contract is the complete and exclusive statement of the mutual understanding of the parties.

Signature _____
Officiant – Minister Janice Beasley, Lic.Ord.

Signature _____

Client - _____
Printed Name