THE GOOD CELEBRANT

Wedding Service Contract

This agreement, made between JOHANNA KATE GOOD, known in this contract as "the CELEBRANT", and the client/s …… known in this contract as "the Client", is for the purpose of retaining JOHANNA KATE GOOD to perform a WEDDING CEREMONY on the Client's behalf On ……Time…….. At …….

POLICIES, PROCEDURES, T&C'S

This document provides the basis of the commitment made by **JOHANNA GOOD**, Authorised Marriage Celebrant, and how her business is conducted. The following has been written honestly and in good faith. As this document also combines Terms and Conditions, the Client must read and sign a hard copy to signify understanding and agreement. If you, the Client, have any objections and/or comments regarding the following, please do not hesitate to contact **JOHANNA GOOD** directly to discuss.

MISSION STATEMENT

To work sensitively with clients to create and deliver unique and loving ceremonies that meet their emotional and cultural needs and engage and delight their guests.

I will abide by the OBLIGATIONS OF COMMONWEALTH-REGISTERED MARRIAGE CELEBRANTS, which must fulfil a range of legal obligations, including complying with the Code of Practice for marriage celebrants and undertaking annual professional development activities.

1 Definitions:

1.1 Celebrant - **JOHANNA GOOD** AKA **CELEBRANT JO** is the Authorised Marriage Celebrant, and can perform Marriages, Vow Renewals, Naming's, and other Life Ceremonies. **JO** is known as, and referred to, as the 'Celebrant' throughout this document.

1.2 Client - The person, organisation, company, or other body which is hiring the services of the Celebrant.

1.3 Event date - The time and date of the event, confirmed by the Celebrant and noted on the booking invoice.

1.4 Day - A calendar day, unless specified otherwise.

2 Operation Processes and Procedures:

2.1 The Celebrant will provide the Client with information and guidance to enable them to choose or compose a ceremony that will meet their needs and expectations.

2.2 The Celebrant will ensure that their own personal presentation is of an appropriate standard at all times.

2.3 The Celebrant will provide or suggest appropriate facilities to meet with clients.

2.4 All reference material TEMPLATES used by the Celebrant to create and conduct ceremonies shall be reviewed and updated on a regular
basis or as required, with no less than twice yearly.

2.5 The celebrant will ensure they are familiar with the location of the ceremony and the time taken to get there, and if necessary, complete a
survey of the event location. The client may be required to assist with gaining access, etc.

2.6 The Celebrant will confirm pronunciation of names and or phrases that are to be used in the ceremony to ensure correct and proper usage.

2.7 The Celebrant will not reproduce or use any images of the Client's ceremony without the Client's approval.

2.8 The Celebrant will provide a selection of ceremony package options to the Client; however, these may be adjusted to suit the Client's needs and will be subject to a quote.

2.9 The Celebrant commits to travelling to a ceremony in a manner that ensures a safe and prompt arrival. However, in the event of an accident where the Celebrant is not conscious or able to talk, contact details of a nominated registered marriage Celebrant will be clearly and readily available in an A4 plastic sleeve, for emergency services to be able to contact.

Inform the Clients as soon as possible if unable to perform the marriage ceremony due to illness or unforeseen circumstances. Make reasonable efforts to arrange for another to complete the ceremony.
Refund 80% of the fees to the Clients and transfer the Notice of Intended Marriage to the replacement Celebrant

2.10 A booking is not confirmed until the client has paid a deposit as outlined under 'Invoicing and Refunds' in this document and receives confirmation of the booking from the Celebrant.

3 Privacy and Confidentiality:

3.1 The celebrant commits to ensuring the client's privacy at all times.

3.2 The Celebrant shall not discuss or disclose any personal information about the Client unless otherwise approved or instructed to do so by the Client.

4 Invoicing and Refunds:

4.1 **Fee schedule for Bespoke Wedding $1100, Micro- Elopement $700 at a venue, and Legal Only $500 packages, Vow renewals $700.**
Extra fees depending on which Public Holiday. $250-500 . Will be confirmed at booking.

Full payment is required when booking a wedding within 4 weeks of the Ceremony and is dependent on clients obtaining a shortening of time notice.

A non-refundable deposit of $300 is payable to secure a booking. The booking is not confirmed until the deposit is received by the Celebrant.

4.2 The balance of the booking cost is payable no later than 4 weeks before the Client's event or at a time agreed upon by both the Celebrant and the Client.

4.3 If the balance of the booking cost is not received 4 weeks before the event date, or at a time agreed upon by both the Celebrant and the Client, the booking may be cancelled or Celebrant not attending the rehearsal, and a Legal Only wedding ceremony is being conducted.

4.4 Requests for changes of the event date are subject to Celebrant availability and receipt of a new booking invoice.

4.5 Cancellations made 90 days before the event date:
Client will receive a full refund of all monies paid within 14 business days, minus the $300 deposit.

4.6 Cancellations made between 90 and 60 days before the event date:
Client will receive a 50% refund of all monies, which will be paid within 14 days, minus the $300 deposit.

4.7 Cancellations made within 4 weeks of the event date: The client will forfeit all monies paid.

4.8 The Celebrant reserves the right, in some circumstances, to provide refunds outside the above-mentioned terms.

4.9 The Celebrant may cancel any booking at any time. If the Celebrant decides or needs to cancel a booking, all payments made will be refunded to the Client, including the initial booking deposit.

Note that if a party arrives at the ceremony under the influence of drugs or alcohol, hindering their comprehension of the ceremony, the Celebrant is not authorised to solemnise the marriage on that day. Also, any witnesses under the influence must be replaced with witnesses able to fulfil the legal obligation of witnessing and signing the marriage documentation

If the Clients wish to reschedule the ceremony with the same Celebrant, an additional fee of $250 is payable three days before the rescheduled ceremony date.
Understand that no refund will be provided for circumstances such as being under the influence of drugs or alcohol, cancellation of the wedding by either party or equipment failure beyond the Celebrant's control.

Acknowledge that if either or both parties have not arrived or the ceremony cannot proceed due to reasons beyond the Celebrant's control, the Celebrant reserves the right to leave the ceremony location 30 minutes after the agreed start time. No refund will be provided in this case.
Accept that a charge of $150 per hour, with a minimum of one hour, will apply if the ceremony starts late, beyond 30 minutes of the scheduled time.
This additional charge must be paid before the ceremony begins via bank transfer, credit card, PayPal, or cash. At this stage, the transfer of the Notice of Intention to Marry will not be agreed upon.

4.10 The client is responsible for paying any charges imposed by the venue or required to access the venue. These charges may include, but are not limited to, parking and electricity.

4.11 The Celebrant will provide invoices and receipts in a timely manner.

4.12 Email acknowledgement is sent to the client after the booking deposit is received. Receipts are sent after full payment is made.

4.13 Collaborate with both parties to review and finalise the ceremony script at least 14 days before the ceremony, excluding the Legal Only Package.

Understand that significant rewrites of the ceremony script within 14 days of the ceremony will incur an additional fee of $200, payable before the rewrite commences. Failure to pay this fee will result in the use of the original ceremony script.

4.14 Immediately notify the Celebrant in writing of any changes to the time, date, or place of the marriage ceremony.
The Celebrant reserves the right to terminate the Agreement and retain the booking fee if unable to conduct the ceremony due to these changes.

4.15 In the case of inclement weather necessitating a change of venue, inform the Celebrant personally by telephone and confirm the new venue via email in a timely manner.
Understand that cancellation of the ceremony must be communicated in writing, and the Celebrant reserves the right to retain the booking fee.

5 Document Recording and Storage:

5.1 All records, personal client details and confidential documents held by the Celebrant shall be securely stored at all times on password-protected electronic devices and or in lockable filing cabinets.

5.2 If I make copies of a party's documents that contain personal information, then I will advise the party why this is necessary, how they will be stored and when and how they will be disposed of.

6 Equipment Maintenance and Servicing:

6.1 The Celebrant commits to ensuring that all equipment owned and required to perform Celebrant duties, such as PA and Microphones will always be in good and working order. Equipment will be stored in an appropriate secure area and maintained on a regular basis. All equipment will be regularly checked and tested to ensure they are operational.

6.2 To prevent damage to equipment, the Celebrant reserves the right to deny persons the use of the equipment.

6.3 If circumstances arise where a threat or implied threat of harm, damage, or violence to the Celebrant or equipment, the Celebrant reserves the right to cease providing services. If the client can resolve the threatening situation within 30 minutes, the Celebrant will resume services. If the situation cannot be resolved, the Celebrant will not resume the service, and the client will receive no refund of the booking cost.

6.4 Any damage to the Celebrant's equipment during the client's event caused by the client, client's guests, or any other person in attendance at the event, whether invited or not, will result in the cost to repair/replace the equipment being payable by the client.

7 Stationery Ordering:

7.1 The Celebrant will ensure that all stationery and legal forms required to perform Celebrant duties will be kept current and up to date and in surplus supply at all times

7.2 To ensure accuracy and validity, all legal forms will be ordered through the Australian Government-recommended and approved supplier, CanPrint Communications.

8 Travel & Accommodation:

8.1 Travel and accommodation fees may apply if the ceremony location is more than 50 km outside of the Margaret River Area. Fee payable $1.10 per km

8.2 Travel and accommodation fees may apply if the ceremony time and location require an overnight stay.

8.3 Travel and accommodation fees may apply if the ceremony time and location inhibit the ability of the celebrant to perform another ceremony the following day.

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9 Indemnification:

9.1 The client agrees that in all circumstances, the Celebrant's liability is limited to an amount equal to the booking cost and is not liable for indirect or consequential damages.

9.2 The Celebrant will not be held responsible for any circumstances outside their control. This includes, but is not limited to, fire, riot, civil commotion, accidents, acts of nature and equipment failure. If such circumstances arise, all reasonable efforts will be made by the Celebrant to provide the agreed service or find a suitable replacement to complete the duties of the Celebrant.

10 Limitations of the role:

10.1 I will not assist couples with migration matters, as it may be an offence for a person who is not a registered migration agent to do this.

10.2 I will not obtain documents required for a legal marriage to take place in Australia.

10.3 I will not be involved in any legal matter concerning any party's relationships or past marriages or obtain court orders.

10.4 I will submit the legal marriage documentation to the relevant State BDM within 14 days of the ceremony. It will be incumbent on the couple to apply to the BDM and pay the necessary fee for any official marriage certificate/s. BDM advice is to allow 6 weeks before applying

11. Documentation

Provide the Celebrant with all original documentation, including photo ID, proof of birth date and country, on or close to the booking date.

11.1Understand that if the necessary documentation is not provided to the Celebrant before the wedding day, the Celebrant may choose not to conduct an official wedding ceremony. The Clients can opt for a commitment ceremony or set an alternative date, subject to a reschedule fee.

11.2 Submit any remaining documentation, including any accredited translation documentation if requested, no later than 48 hours before the wedding.
Promptly inform the Celebrant and disclose any important information, and make accurate declarations, as there are penalties for making false declarations.

12. Complaints:

If you have any unresolved concerns or complaints about my services as a marriage celebrant, you can find more information about making a complaint from the Commonwealth Attorney- General's Department at www.ag.gov.au.

13. Agreement

Clients have the right to terminate this Agreement by providing the Provider with five (5) days' written notice of the intent to terminate.
Understand that there will be no refund of the booking fee if the Agreement is terminated after the booking fee has been paid.

Acceptance of the contract of services :

Client/clients name/s _____ _____

Signature/s. _____ _____

Date _____ _____

Celebrant Name _____

Date. _____

Signature. _____