

WEDDING CEREMONY APPOINTMENT FORM

To reserve the date and time of your ceremony, please drag this form to your desktop, print, complete information and return it along with your deposit to Peter A. Flessas, PO Box 1221, Brookfield, WI 53008. Make check payable to "Peter A. Flessas". Please write the date and time of your ceremony in the memo portion of your check. You may also pay your deposit via PayPal to peterflessas@gmail.com or Venmo to peterflessas@gmail.com. **Deposits are non-refundable.** Upon receipt of your deposit I will confirm via e-mail. Your cancelled check, if applicable, is your receipt.

YOUR CONTACT INFO:

TODAY'S DATE _____ APPT MADE BY: BRIDE _____ GROOM _____ OTHER _____

NAME _____ FIANCÉE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____ (CELL) _____

E-MAIL _____ (CELL) _____

WEDDING SCHEDULE:

DAY _____ DATE _____ TIME _____ AM / PM

INSIDE _____ OUTSIDE: _____ NUMBER OF GUESTS _____

VENUE:

PLACE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ CONTACT PERSON _____

OTHER:

BEST MAN (IF ANY) _____

MAID/MATRON OF HONOR (IF ANY) _____

INDIVIDUAL GIVING BRIDE AWAY AND THEIR RELATIONSHIP: _____

ARE YOU HAVING A WEDDING REHEARSAL? **(ADDITIONAL FEE APPLIES)** NO _____ MAYBE _____ YES _____

LOCATION AND TIME OF REHEARSAL: _____

TOTAL FEE QUOTED FOR CEREMONY: \$ _____ MEETING: \$ _____
REHEARSAL: \$ _____ DEPOSIT PAID: \$ _____

ARE WE INVITED TO YOUR RECEPTION DINNER? (Please don't feel obligated) YES, PLEASE JOIN US! _____

ANY SPECIAL INSTRUCTIONS: _____

TERMS AND CONDITIONS

1. **DEPOSITS:** All deposits are non-refundable. Your cancelled check or PayPal payment confirmation is your receipt.
2. **SUBSTITUTION:** In the event of an emergency, illness, scheduling conflict or inclement weather I reserve the right to procure a substitute officiant of my choice.
3. **PAYMENT:** Payment is due in cash or money order on the day of your wedding. No personal checks please.
4. **LATE START TIME:** Ceremonies that begin 30 minutes past the scheduled start time may be subject to an additional fee of \$25 per half hour. Time is of the essence.
5. **DATE/TIME CHANGE:** Absent a conflicting reservation, parties are allowed one date and time change. Subsequent changes are subject to a fee of \$25.
6. **ARRIVAL:** I will arrive at your venue at least 30 minutes prior to the start time. Please have both your marriage certificate and the balance of my fee available upon my arrival.
7. **REHEARSALS:** Rehearsals are limited to one hour and shall toll upon the designated start time. Accordingly, it is the responsibility of the bride and groom to make sure that all of your attendees are present and on time. Note: Rehearsals are a separate fee.
8. **DATE HOLDS:** All reservations are on a first come, first serve basis. However, pending your deposit payment, I will hold a requested date for (3) business days.
9. **MOCK CEREMONY OR NO MARRIAGE LICENSE:** In the event that a party has not procured a marriage license and/or are representing to guests that they are being legally married via a mock ceremony, a waiver form shall be signed by the parties stating that said ceremony is not legally binding and parties shall hold officiant harmless from any liability therein.
10. **COUNTY CLERK INFO:** The county clerk should already have my contact information on file. If not, please provide the following when applying for your marriage license: Peter A. Flessas, PO Box 1221, Brookfield, WI 53008, 414-324-19, five, four.

Signature of Person Completing This Form and Date:

Signature

Date

FOR OFFICE USE ONLY

DEPOSIT RECEIVED ON: _____ AMOUNT: _____ CHECK _____ PAPYAL _____

_____ LICENSE MAILED TO: _____ REG DEEDS ON: _____

LICENSE NO. _____