

## **Wedding booking form:**

**Names:**

**Address:**

**Venue:**

**Date:**

**Fee:** To be split into two equal payments, the booking fee and the final payment.

Please note that:

- These fees are valid form booking forms signed until , regardless of the date of your ceremony.
- Payment terms detailed in the terms and conditions are as follows:
- The booking fee is payable on signature of the booking form to reserve your date.
- The final payment is due 28 days before your ceremony.
- Should you wish to pay in one single instalment, your refund options remain unchanged.
- This booking is subject to you agreeing to the Terms & Conditions (see below).

## **Frequently Asked Questions:**

### **How often will we usually be in touch?**

I'm here to help you create the ceremony you want, I'll be available to take your calls, emails and texts between now and the day of your ceremony. As well as this, this can be used as a guide:

- An initial call or email chat to get in touch and find out more.
- A first, "Big Picture" meeting to learn all about you, your hopes and your vision for you big day.
- A signed agreement (this form) that we are going to work together.
- A questionnaire for you to complete and send back to me.
- A second meeting where I will read you the first draft of the ceremony and we will agree the finer details. This will usually take place around 3 months before your ceremony.
- An agreement on the final format of your ceremony, and provision of the final details for you to incorporate into your order of service, if you are having one.
- A rehearsal / walk through at the venue, if you would like one.
- Leading your ceremony on the day.
- A certificate and presentation copy of your script.

### **What if we need to change the date or cancel?**

In the event that you should want to cancel my services the following will need to be considered:

- The booking fee is non-refundable.

- If the cancellation is made no later than 28 days before the ceremony is to take place, the balance will not become due. Cancellations by you later than this will mean forfeiture of the balance of the payment.

In the case of postponement, the booking fee and script writing draft will be retained. The final payment will be due 28 days before the new date. Please note, I cannot guarantee my availability for the new date, and the same course of action will follow as detailed below in the case of unavailability.

### **What if our celebrant is unavailable on the day?**

In the event that I have to cancel due to circumstances outside my control (They would have to be extreme) I will, in the first instance, attempt to secure another, trusted celebrant to conduct the ceremony as we have written it, and make payment to that celebrant without any additional costs being incurred by you. In the event that I am unable to secure another celebrant, I will refund the balance of payment and you will be able to ask another celebrant or friend to conduct the ceremony I have written for you.

### **What time will you arrive?**

I will usually expect to be present at your venue at least one hour before the start of the ceremony. Please discuss with me if you would like to suggest an alternative arrangement.

### **Is it customary to provide you with food on the day?**

No, you don't need to feed me, unless you want me to function as Master of Ceremonies. I will usually leave around one hour after the end of the ceremony. That said, I will never refuse a canape or piece of cake.

### **Terms & Conditions:**

- All parts of this document form part of our contractual agreement with each other.

- Availability:

Following our initial meeting, email or chat, I will hold the date for you for 7 days, pending receipt of your booking fee.

- Booking and Payment:

The fee is broken down into two, equal, staged payments as follows:

**Booking Fee:**

This payment saves your date. I guarantee not to take another booking for the same day.

**Balance of Payment:**

This is due 28 days prior to your ceremony unless the booking is made within 8 weeks of your ceremony, in which case full payment is required at the time.

- **Cancellation and Postponement:**

In the event of postponement, only those fees already incurred will be deemed due. I will endeavour to make myself available for your new date, or will seek to find a trusted replacement celebrant who will work to the script we have developed together.

Booking fees and draft script fees will remain valid for up to 1 year from the original ceremony date, after which they will be forfeited and retained by Mark Procter, unless an alternative has been agreed.

If you choose to cancel after the statutory 14 days, fees will fall due as follows:

- Booking fee is non-refundable.
- Balance of Payment fully refundable up to 28 days prior to your ceremony. Non-refundable fewer than 28 days before your ceremony.

**Legal Status:**

**-This ceremony will not be legally recognised in England and Wales.**

**To formalise legal requirements to must attend a Registry Office.**

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**Unavailability:**

If on the day of the event I am not able, for whatever reason, to provide the service you have paid for I will use my best endeavours to find a substitute celebrant to provide the service in my place. Only if no celebrant can be found will you be entitled to a full refund of the balance of payment.

**How I hold and use your data:**

The personal information you provide (names, address, telephone numbers, email addresses etc) will be deleted unless you give permission for it to be retained.

I shall not pass your details on to any third party without your express permission.

If you don't want your details stored electronically by me, please advise me.

**OUR AGREEMENT:**

The signatory confirms they are authorised to sign and they agree to the terms and conditions provided.

Mark Procter's signature confirms the booking is accepted.

I agree to the services proposed as described herein and look forward to working with Mark Procter.

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**Mark Procter.**

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**Client.**

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**Date.**