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| **BOOKING FORM** | | |
| **PARTIES TO BE MARRIED:** | | |
| **FULL Name/s** |  |  |
| **Address:** |  | **Postcode:** |
| **Telephone:** |  | **Email:** |
| **CEREMONY DETAILS:** | | |
| **Ceremony Date:** | Click or tap to enter a date. **Time:** | |
| **Name of Witness 1:**  *(Must be over 18 years)* |  | |
| **Name of Witness 2:**  *(Must be over 18 years)* |  | |
| **Approx. Number of Guests:** |  | |
| **Location of Ceremony:** | **Indoors**        **Outdoors** | |
| **VENUE DETAILS:** | | |
| **Venue Name:** |  | |
| **Venue Address:** |  | |
| **Room at Venue:** | **Contact at Venue:** | |
| **OTHER SUPPLIERS PRESENT ON THE DAY:** | |  |
| *(If applicable)* | **Supplier Name:** | **Supplier Social Media Address:** |
| **Photographer:** |  |  |
| **Video:** |  |  |
| **Music during Ceremony:** |  |  |
| **ADDITIONAL ITEMS TO CONSIDER:** | | |
| **You may wish to include some of these, all of these or none of these. We can discuss in more detail when we meet.** | **Vows & Ring Exchange:**   * *(I can forward sample wording or you can write your own)*   **Readings, Poems, Prayers:**   * *Names of Readers & Copy of Reading*   **Music during Ceremony:**   * *(minimum 3 pieces: Arrival of Bride, Signing of Marriage Licence & Exit*   **Additional Elements from Website:**   * *i.e. Candle Ceremony, Love Letter Wine Box, Handfasting, Sand Ceremony, Rose Ceremony, Last Kiss etc.* | |

**TERMS AND CONDITIONS**

**INITIAL ENQUIRY:**

Details of availability and costs will be provided following your initial enquiry. This is not a confirmed booking until the Holding Deposit has been received.

**HOLDING DEPOSIT:**

Following the initial enquiry, a Holding Deposit of £100 will be required to hold any date. This deposit will be non-refundable and can be paid via Bank Transfer to Account Number: 1118 3239, Sort Code: 98.06.50 Account Name: Wendy McKeown, or via Paypal to wendypmckeown@hotmail.com.

**PAYMENT OF FINAL BALANCE:**

Payment of final balance can be paid at any stage prior to the date, but no less than 28 days prior to the date of the ceremony. If the booking is made within 8 weeks of the date of the ceremony, full payment must be paid at time of booking. No ceremony content will be issued prior to final payment being received.

**USE OF IMAGES / TESTIMONIALS:**

This contract serves as a release for any photographic likeness, to be used in print or electronically for promotional purposes only and guarantees, they will not be exploited in any way. You may be asked for permission to use some materials for promotional purposes. You are under no obligation to grant such permissions.

**CIVIL WEDDINGS:**

A Civil Wedding can be performed at a time and place of your choosing, but the wedding will not be Legally Binding.

**LEGAL WEDDINGS:**

Legally Binding Weddings can per performed at a time and place of your choosing. It is your responsibility as the Client to submit the relevant request forms to local council offices within the required timeframes and to provide all supporting documentation required by the Council, in order for them to prepare your Marriage Licence. You will then be required to collect your Marriage Licence from local Council within the week of your ceremony. You must bring the Marriage Licence with you on the day of your legal wedding ceremony for all parties to sign during the ceremony. A legally binding wedding cannot take place if the legal Marriage Licence is not present for signing in the presence of the Officiant/Celebrant at time detailed on the original application.

**CONFIDENTIALITY:**

All correspondence and documentation in respect of these Terms and Conditions, including any ceremony details, text and content must be kept confidential both before and after your event. Such information can only be shared with express written consent from Cherish Life Celebrant.

**CANCELLATION:**

If you choose to cancel your booking after the statutory 14 days, for whatever reason, your fee will be invoiced as follows:

Fees forfeited for cancellation are as follows:

* Cancellation within 3 months of date of ceremony – 60% of full fee due for payment.
* Cancellation within 2 months of date of ceremony – 80% of full fee due for payment.
* Cancellation within 1 month of date of ceremony – 100% of full fee due for payment.

Any additional expenses requested by Client/s, or incurred by Celebrant on behalf of Client/s will also be due as part of final payment.

**UNAVAILABILITY:**

If on the date of your ceremony, Cherish Life Celebrant is unable to attend, for whatever reason, to provide the service you have paid for, Cherish Life Celebrant will endeavour to find a suitable substitute Celebrant to provide the same or similar service. Only if no suitable substitute Celebrant can be found will you be entitled to a full refund. This unavailability clause will not be invoked unless in extreme circumstances such as severe illness or death.

I/We have read and understand the above Terms and Conditions and agree to same.

|  |  |
| --- | --- |
| **Full Name/s** |  |
| **Date of Ceremony:** |  |
| **Location of Ceremony:** |  |
| **Start Time of Ceremony:** |  |
| **Signature:** |  |
| **Date:** |  |