# *Tie The Knot Ceremonies*

## Frank A. Meola, DD
## Officiant
# RESERVATION FORM  (RESERVE THE DATE)

Please complete this form, Save it and E-Mail it to me as soon as possible.  Once received, I will contact you to discuss the details of your ceremony

| Contact Information | First Person Information | Second Person Information |
|---|---|---|
| | | |
| Full Name: | | |
| Identify As: | [  ] Bride   [  ] Groom   [  ] NIA | [  ] Bride   [  ] Groom   [  ] NIA |
| E-Mail Address: | | |
| Phone Number: | (     )        - | (     )        - |
| Phone Type:: | [  ] Cell   [  ] Home   [  ] Pager | [  ] Cell   [  ] Home   [  ] Pager |
| Home Address: (City / State / Zip) | | |

| Ceremony / Venue Information | | |
|---|---|---|
| Type (Religious /Spiritual / ND): | [  ] Religious   [  ] Spiritual   [  ] Non-Denominational   [  ] Quinceañera  [  ] Solemnization (Make-It-Legal)   [  ] Funeral/Memorial   [  ] Other | |
| Number of Guests: | [          ] | |
| Date of Ceremony: | Day:          Date:      /      / 20      Time:       :        [  ] AM [  ] PM | |
| Name of Venue: | | |
| Address of Venue: (City / State / Zip) | | |
| Contact Phone Number: | (     )        - | County: [                          ] |
| Contact Person Name: | | |

| Marriage License Information | | |
|---|---|---|
| Will you obtain your own license? | [  ] Yes *      [  ] No      * County [                    ] | |
| Do you want TTKC to issue the License? | [  ] Yes      [  ] No | |
| Will you obtain your own Certified copies? | [  ] Yes      [  ] No | |
| Do you want TTKC to order Certified Copies? | [  ] Yes ^      [  ] No      ^Number of Copies: [        ] | |

| After Wedding Contact Information | | |
|---|---|---|
| New Address: (City / State / Zip) | | |
| | [  ] Same as Above | [  ] Same as Above |

HOW DID YOU FIND ME?   [  ] Google      [  ] Wedding Wire      [  ] Yelp      [  ] Other: _____

## ACKNOWLEDGMENTS & RESPONSIBILITIES.

By signing on the reverse*, you acknowledge that you have either received a copy of and/or understand the information contained on the Ceremony Personalization/Order and this form, and agree to the responsibilities as set forth below and the TERMS & CONDITTIONS as found on the website.  *If we did not meet in person, then an E-Mail, FAXED, mailed or verbal receipt of this form constitutes acceptance of the terms, unless you reply in writing within ten (10) days of receipt.

1.  In return for the agreed-upon fee, you will receive the services listed on the reverse and/or on the Ceremony Personalization/Order and any accompanying documents.
2.  You are responsible to obtain a Marriage License and Certificate of Marriage from a California County Clerk (or authorized CA notary).  Licenses are valid for Ninety (90) days from day of issue by the county and may be used anywhere in the State of California, regardless of which county they were issued in.
3.  **The officiant solemnizing the ceremony will be responsible for submitting the license to the County Clerk** in the county where the license was issued within ten (10) calendar days after the ceremony was performed. (I send  all licenses to the county via USPS – Certified Mail).
4.  A Certified Copy of the License and Certificate of Marriage is required for name changes with the DMV, Social Security Administration and other agencies, as well as for adding a spouse to a Health Insurance Plan.  Certified Copies are **NOT** automatically sent and must be purchased from the county.  They may be obtained in one of four ways:
    (a)  Some counties offer you the option to purchase it when you purchase the license, for an additional fee paid to the county at the time the license is issued.
    (b)  You may purchase it from me at the time of booking, for an additional fee.
    (c)  You may purchase it, in person, from the county that issued it (you must wait at least three weeks after the ceremony or a Certificate of "No Record" may be issued instead).
    (d)  You may purchase it, by mail, from the county that issued it (you must wait at least three weeks after the ceremony or a Certificate of "No Record" will be issued instead).  Mail applications must be notarized.
    You will receive the Certified Copies 3-10 weeks from the day the application is received by the county clerk. Since I can only apply for a Certified Copy on your behalf at the time I file the license, you must purchase it at the time of booking to use option "b."
5.  I will attempt to contact you one week prior to the ceremony to finalize all the ceremony details.  If you don't hear from me, it is your responsibility to contact me (or I will assume that there are no changes in details -- date, time, location, etc.), and the ceremony will be written as we previously discussed.
6.  Any changes **MUST** be made at least one week prior to the ceremony **IN WRITING or E-MAIL,** or I may not be able to include them in the ceremony, and the ceremony will be written as we previously discussed.  (Verbal changes without written follow-up may not be honored).
7.  The Personal Comment questionnaire, if applicable, **MUST** be received by me (via E-Mail) **ONE WEEK** prior to your ceremony (or they **may not** be included in the ceremony).
8.  A $200.00 non-refundable deposit is required to hold the date.  (May be more in some instances).
9.  Final payment is due, in full, two weeks prior to the ceremony.  Payment information can be found at: www.tietheknotceremonies.com/payment .  **Sorry checks are not accepted**.  If the ceremony is booked within three weeks of the ceremony date, final payment is due in full at the time of booking.
10. A 3% convenience fee will be added to all credit/debit card payments.  No fee will be charged for Venmo or Zelle payments.
11. A Late Start Fee may be charged at the rate of $25.00 for each 15 minutes (or part) if the ceremony starts more than fifteen (15) minutes after the scheduled ceremony start time.  **Officiant may leave after 30 minutes.**
12. About one week after the ceremony I will send you a copy of the paperwork I filed with the county.  This in an **UNOFFICIAL COPY** and is **not** valid for name changes (or anything requiring a Certified Copy).  **THIS IS FOR YOUR INFORMATION ONLY**, as is any non-county certificate you may receive).
13. The completed "License and Certificate of Marriage" **MUST** be returned to the County Clerk to be filed and recorded within ten (10) days after the marriage ceremony by the **person performing the ceremony**.

**THE LICENSE IS NOT TO BE GIVEN TO THE COUPLE TO FILE AND THE OFFICIANT DOES NOT HAVE THE OPTION TO NOT FILE THE LICENSE AFTER A CEREMONY IS LEGALLY PERFORMED.**