

## Personal Contract For Service

from Geoff Hayhow, Civil Marriage Celebrant - 0451532535

**Your fee includes:** The following standard of service for a quality wedding —

1. I provide you with a personal ceremony folder that contains all the necessary legal paperwork to ensure your marriage is conducted according to the legal requirements for a valid marriage.
2. Included is a booklet 'It's Your Wedding' with sample ceremonies; if required, the source book "Ceremonies and Celebrations" is provided on loan.
3. I give you complete choice of ceremony, where possible, using information provided to me through the personal ceremony questionnaire provided.
4. An initial interview with me to discuss all your wedding requirements. After this initial meeting, you are entitled to unlimited consultation by phone, in person, or email.
5. You are entitled to an on-site-rehearsal at a mutually convenient time. (Or a rehearsal at an agreed place if on-site is not practical.)
6. The provision of a copy of your ceremony (if you do not do this yourselves) is part of your arrangement with me.
7. Your Wedding Certificate is calligraphed or laser printed.
8. Ample Time. A guarantee that no other wedding will be booked so close that I arrive late or rush out in an unseemly manner. I will always arrive at least 30 minutes before the bride is due to make her entrance at the planned starting time.
9. I give my personal guarantee that I will be very familiar with the ceremony beforehand, be precise with details and that I will read my part in a sincere, authentic and effective manner - keeping the focus on you.
10. As far as possible I will dress to fit in with your wedding.
11. My commitment to the [Celebrant Code of Practice](#) assures you that your ceremony will be conducted according to this code and with full attention to the ceremonial and legal requirements of this day.
12. If an unforeseen event occurs that prevents me from attending your ceremony, a replacement celebrant of equal professional standing and experience will be provided to ensure your day continues as planned.

Your fee also includes the provision of a portable PA system where and when required. Enabling guests to hear the wedding party, readings and music of your choice.

**Refund Policy:**

Your fee of \$ . . . . . includes a 10% booking fee. The booking fee is taken as a deposit that secures my services and ensures no other ceremony is booked on the same day. The booking fee is non-refundable.

The balance of the fee is due at rehearsal, or, if a rehearsal is not conducted, then at an agreed time prior to the ceremony.

In the event of cancellation of your ceremony, a part refund may be considered. This is at the discretion of the celebrant.

Fee agreed \$ .....

on (date) .....

Deposit taken: Y/N

**Statement by couple:**

We agree to pay the fee as shown and discussed, according to the policy outlined above.

Signed .....  
(On behalf of couple)

.....  
(Celebrant)

Date .....

Date .....