



Service Agreement For Weddings

This Agreement is made this _____ day _____ 20_____

of BETWEEN Alex Leanne Jurgens (the Celebrant)

AND (the Parties)

The Parties and the Celebrant agree to the terms and conditions set out below.

Marriage Ceremony details:

DATE: _____ TIME: _____

VENUE: _____

Alternative venue if weather inclement:

Ceremony script: As agreed in writing by the Parties and Celebrant prior to the above wedding day. No changes will be made the day before or the day off the wedding unless the Celebrant sees it as necessary.

The Celebrant agrees:

1. To provide Registered Marriage Celebrant services to the Parties in accordance with the Code of Practice for marriage celebrants (listed on www.ajweddingcelebrant.com).
2. To attend and conduct the marriage ceremony at the agreed time, date and place stated above.
3. If the Celebrant is unable to conduct the ceremony for any reason, the parties will be advised as soon as practicable and all reasonable efforts will be made by the Celebrant to assist the parties to arrange for the ceremony to be completed by another registered marriage celebrant.
4. If the Celebrant is unable to perform the marriage ceremony:
 - 4.1 any refund or part refund of fees paid by the Parties to the Celebrant will be made in accordance with the terms and conditions on the Celebrant's invoice; and
 - 4.2 the Celebrant will pass the Notice of Intended Marriage to the replacement marriage celebrant, in a timely and appropriate manner

The Parties agree:

Celebrant's fees

5. To pay the Celebrant's fee in accordance with the celebrants Price Schedule, namely:
 - 5.1 Deposit/booking fee of \$150 paid to secure date at time of lodging the Notice of Intended Marriage and before the planning meeting occurs;
 - 5.2 Balance of fee in clear funds by direct deposit to Celebrant's nominated bank account or on card no later than 14 days prior to the wedding day.



Service Agreement For Weddings

- 5.3 Acknowledge that if full payment has not been made to the Celebrant in accordance with these terms then the Celebrant will not attend the ceremony.

Documentation

- 6 To provide the Celebrant with all original documentation requested no later than 48 hours prior to the wedding day, including any accredited translation documentation requested by the Celebrant.
- 7 That if the Parties fail to provide all documentation requested to the Celebrant no later than 48 hours prior to the wedding day, the Celebrant will not attend the ceremony.

Ceremony

- 8 To advise the Celebrant immediately in writing of any change to the time, date or place of the marriage ceremony. The Celebrant reserves the right to terminate the agreement and retain the booking fee/deposit should he/she be unable to conduct the ceremony due to the change.
- 9 If the ceremony is to be changed to the alternative venue due to inclement weather, then one of the Parties is to inform the Celebrant personally by telephone by a time nominated previously by the Celebrant in writing to ensure the Celebrant has sufficient time to travel to the alternative venue.
- 10 To advise the Celebrant as soon as practicable if either of the parties is taking prescribed medication which may change their demeanour during the marriage ceremony. Should the celebrant see fit they are in the rights to request a medical certificate to verify the persons ability to marry. Such as in instances of mental illness and dementia and other conditions which may effect the parties understanding of marriage. Please note that should either of the parties arrive at the ceremony and under the influence of any drugs of alcohol, which prohibits their full comprehension of the ceremony. The Celebrant will not conduct the ceremony. Please also see point 22 of this agreement.
- 11 Notice of cancellation of ceremony must be given to the Celebrant in writing, and the Celebrant reserves the right to retain the booking fee/deposit and other amounts paid.
- 12 That the Celebrant reserves the right to leave the place of the marriage ceremony 20 minutes after the agreed start time if both parties have not arrived or the ceremony cannot proceed for any reason outside the Celebrant's control.
- 13 That if the ceremony is delayed through no fault of the Celebrant which results in the Celebrant incurring extra charges such as parking fees or missed pre - booked travel, the Parties will pay the Celebrant's further costs prior to the ceremony commencing. An **Extra charge of \$150 per hour**, with a minimum of **one hour**, will apply once the ceremony is late beyond **30 minutes** of the scheduled time.
- 14 That in the event of the delays set out in clauses 12 and 13 above, the Parties will liaise with the Celebrant to mutually agree on a later time and place for the Celebrant to solemnise the marriage. This will also be charged on an hourly rate of \$150 with a minimum of one



Service Agreement For Weddings

hour. Additional charges will need to be paid on the day via credit card or cash before the ceremony can continue. The Celebrant will not agree to a transfer of the NOIM at the late stage.

Plan your day leaving plenty of time for things to go wrong or take longer than expected. Better to be safe than sorry.

Equipment

- 15 That the use of the Celebrant's PA system is subject to favourable weather conditions and will not be used in any circumstances where the PA unit may be exposed to harm, either by person or persons or the elements. Judgment to be at the Celebrant's sole discretion.
- 16 That where the Celebrant's PA system is used, the Celebrant undertakes to use his/her best endeavours to ensure that the PA is fully charged, functional and tested prior to the ceremony, however the Parties acknowledge that inanimate equipment may malfunction from time to time and should the PA fail at anytime prior, during, or after the ceremony, the Celebrant will not be held responsible.
- 17 The loan of any materials may or may not also be covered by the Booking Fee. A deposit may be required and if not returned a financial penalty may apply.
- 18 Should events/attendees of the ceremony cause damage to the celebrant's personal items you will be required to pay for the cost of a replacement or a repair.

Undertakings

- 19 The parties undertake to provide the Celebrant with accurate information, and acknowledge that there are penalties for making false declarations. The Parties will make the celebrant aware of any information deemed important and will disclose this to the celebrant as soon as possible.

Acknowledgements:

20 Workplace Health and Safety Act 2011

- 20.1 The Parties acknowledge that: under the Celebrant's responsibilities contained in the *Workplace Health and Safety Act 2011*, the Celebrant will not conduct the ceremony at a location which, in the Celebrant's sole opinion, is dangerous or would place any person attending the ceremony at risk of harm or injury; and
- 20.2 following receipt of the signed Notice of Intended Marriage (NOIM) the Celebrant will inspect the site as soon as practical and confirm to the Parties in writing not later than two weeks from the date of the NOIM whether the site is safe or poses a risk; and
- 20.3 if it is impractical (impossible) for the Celebrant to inspect the site within two weeks from the date of the NOIM, the Celebrant and the Parties will mutually agree in writing a revised extended date for inspecting and reporting on the safety of the site.



Service Agreement For Weddings

21 Replacement marriage celebrant

- 21.1 The Parties acknowledge that before the marriage can be solemnised by a replacement marriage celebrant, the replacement marriage celebrant is required to sight all original documents that the Celebrant sighted, such as birth certificates, divorce and/or death certificates as appropriate, passport and/or driver licences;
- 21.2 The Parties undertake to ensure that their original documents are available at the venue to ensure a change of celebrant on their wedding has access to their documents, the minimum documents being their passports and any divorce or death certificate as appropriate;
- 21.3 If the replacement marriage celebrant is not able to sight the required original documentation, the marriage cannot be solemnised, and an alternative ceremony such as a commitment ceremony may be offered instead with the marriage being solemnised at a later time once all original documents has been sighted.

22 Furthermore to point 10 of this agreement. The Parties are not to arrive at the ceremony appearing to be inebriated or under the influence of any other substance, otherwise the Celebrant is lawfully not authorised to solemnise their marriage; and

- 22.1 judgment as to inebriation or the Parties being under the influence of alcohol or any other substance is at the **Celebrant's sole judgment**; and
- 22.2 their two official witnesses must be aged 18 or over and appear sober and not under the influence of any other substance in the sole judgment of the Celebrant, otherwise alternative official witnesses must be used.

23 The Celebrant has explained, and the Parties understand, the legal requirements for entering into a valid marriage, and they agree to comply with their obligations as requested by the Celebrant.

24 The signature of one marrying party alone to this Agreement shall be binding on the Parties.

Client 1

Client 2

Alex Jurgens, Authorised Civil Marriage Celebrant