



Wedding booking form

I only conduct one ceremony a day so I am exclusively yours for your special occasion for as long as you need me.

Please note that:

I will require a £200 non-refundable booking fee to secure the date on signature of the booking form. I will send you the confirmation either by post or email for your signature. The booking fee will be deducted from the final invoice, which is payable not later than 28 days before the ceremony. £100 non-refundable booking fee for a child naming ceremony.

Should you wish to pay in one single instalment, your refund options remain unchanged and the booking is subject to you agreeing to the terms and conditions.

Once we have had a chat and you have completed the questionnaire will I be able to draft the ceremony for your approval. We can redraft the ceremony if required to take account of any suggestions or amendments you may like to make.

I will meet you for a rehearsal if you like once prior to the ceremony to give you the chance to walk through the ceremony and we can iron out any snags.

We can discuss the order of the ceremony but I will not share my final script with you until the big day, unless you insist.

I reserve the right to charge an additional fee for a number of re-writes or for a complete re-write of the ceremony after the draft had been agreed.

I am happy to consider conducting ceremonies further afield but the following charges would apply:

- Cost of accommodation, where appropriate
- Daily "away from home" fee
- Travel outside a 50-mile radius of celebrant's base will be charged at 45p per mile*
*RAC route finder used to calculate mileage

Terms & Conditions

- All parts of this document form part of our contractual agreement to each other
- Following our initial meeting I will hold the date for you for 7 days pending receipt of your booking fee
- The booking fee, mentioned above saves your date and the balance is due 28 days prior to your event unless the booking is made within 8 weeks of your ceremony, in which case the full payment is required at the time of the booking.
- In the event of postponement, only those fees already incurred shall be deemed due.
- I, Sabine Smith 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.



- Booking fees and draft script fees will remain valid for up to 1 year from the original ceremony date, after which they will be retained by me, Sabine Smith and fortified.

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

- Booking fee 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 the legal requirements, you must attend a Register office**
- All correspondence, documentation including draft and final scripts remain copyright of Sabine Smith and must be shared only with expressed written consent.

Unavailability

If on the day of the event I am not able to attend, for whatever reason, to provide the service you have paid for, will I use my best endeavours to find a substitute celebrant to provide the service in my place. Only if no substitute 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 that you provide (names/address/tel numbers/email addresses etc) is held on my laptop which is password protected, until the end of the year after your particular ceremony. For example, if you were to book me for a wedding, I will hold your data until the end of the calendar year at which time it will be deleted from my computer and my cloud storage. If you want me to delete your data sooner, just let me know and I will comply.

I will retain a printed copy of my client details together with your booking form for HMRC purposes only. All other printed information is shredded and disposed of. The only computer records I will keep beyond the end of the year of your ceremony is the script that I have produced. I do not pass your details on to any third parties without your expressed permission.

By signing this contract, you are agreeing to my storage methods.

If you do not want your details stored electronically by me please advise me at the time of signing.



OUR AGREEMENT

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

Sabine Smith’s signature confirms the booking is accepted by PERFECT DAY CEREMONIES.

I agree to the services proposed as described herein, and look forward to working with you

Fees

My quote for your unique ceremony will be inclusive of the following:

- Questionnaire fact finder
- Initial meeting with you at your chosen venue or another preferred location 2hours
- Travel to the meetings unless further than 50mile radius
- Telephone, Skype and email contact throughout
- Drafting and amendment of the bespoke ceremony script
- Rehearsal of the ceremony if you wish
- Delivery of ceremony
- I will arrive well on time on your big day and I will stay for as long as you want me to
- Keepsake copy of your bespoke ceremony and certificate

The type of ceremonies I conduct

Wedding Celebrations Ceremony fee from £575

Renewal of vows Ceremony fee from £375

Naming ceremonies Ceremony fee from £225

Other ceremonies £200 initial booking fee

Further fee depending on type of ceremony and day/time

Please sign and date below

Celebrant

Client