

Gavin Ward Celebrant

Marriage Ceremony
Customer Service Agreement
and Fee Schedule



Thank you for considering me for your Marriage Celebrant.

Your Wedding should be an event that stands out as being an amazing day of joy and happiness as you celebrate your love and commitment to one another.

I want to help you tell your unique story.



Gavin Ward
Marriage Celebrant

M: 0403 502 452
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Name of Person One

Name of Person Two

Date of Ceremony

Time of Ceremony

Address of Ceremony

Below are the terms and conditions that cover the provision of my Marriage Celebrant Services. If you have any questions or concerns over any of these, please let me know and we can discuss them.

Gavin Ward Celebrant agrees to provide:

- Two meetings plus additional phone/email/online contact as required to discuss ceremony content
- A personalised and unique ceremony script created in partnership with you
- Timely and accurate completion and submission of all legal paperwork
- Availability on your wedding day beginning 30 minutes before your ceremony start time. Please note that if the ceremony start time is delayed more than 30 minutes after the agreed start time, Gavin Ward reserves the right to leave.
- Portable PA system with mic(s) and music playback facilities
- A professional and personable performance of your ceremony
- Presentation copy of your ceremony script
- Standard Wedding Certificate
- A ceremony fee quote inclusive of all travel costs and any associated extra time requirements
- Follow-up as required
- If requested, at additional cost as detailed on the Fee Schedule:
 - Provision of Official Marriage Certificate from Births Deaths and Marriages department
 - Wedding rehearsal

You agree to provide:

- Contact details so you can be reached easily
- Timely updates of any changes to ceremony arrangements (time, venue)
- Clear guidance and feedback as we write your ceremony plus full and truthful disclosure on all official and legal documents
- The required documents for the Notice of Intended Marriage (NOIM)
- Translation of required documents if not in English by a NAATI translator
- Two witnesses aged 18 or over
- Materials for any wedding rituals you choose

Terms and Conditions

1. Gavin Ward will provide Marriage Celebrant Services in accordance with the Marriage Act 1961, Marriage Regulations 1963, Code of Practice for Marriage Celebrants (Regulation 37L).
2. The date, time and location of your ceremony are as stated on the Booking Confirmation.
3. Any change to the date, time and/or location of your ceremony is subject to availability. No cancellation fees will apply for a change of date.
4. Gavin Ward will arrive at your venue 30 minutes before the ceremony start time stated on your Booking Confirmation. Please note that if the ceremony start time is delayed more than 30 minutes after the agreed start time, Gavin Ward reserves the right to leave.

5. Clients are required to provide Gavin Ward with all original documentation requested, including any accredited translation documentation as required.
6. Clients are required to provide Gavin Ward with accurate information, and acknowledge that there are legal penalties for making a false declaration.
7. Gavin Ward is **legally unable** to perform the ceremony if clients appear to be intoxicated or incapacitated. Judgement is entirely at the discretion of Gavin Ward.
8. Clients are responsible for nominating two official witnesses aged 18 or over and ensuring their attendance at the ceremony.
9. A 15% deposit is payable to secure the booking. This fee is non-refundable if the agreement is cancelled. Further terms and conditions regarding fees and refunds are detailed in the Fee Schedule.
10. Please note if you have any issue with my professionalism as a Celebrant at any stage, please feel free to contact the Attorney General's Office or visit their website for more details www.ag.gov.au. Section 39G of the Marriage Act 1961 contains further information regarding breaches of the Celebrants Code of Practice.
11. Gavin Ward cannot advise on marriage law outside Australia. If you are a foreign citizen, you should confirm that your marriage in Australia is recognised by your home country and check if additional authentication is required for your marriage certificate.
12. Gavin Ward cannot advise on visa and immigration matters.
13. Your ceremony may feature on Gavin Ward's website, social media channels and/or other promotional material, but if you do not agree, you may opt out.

By signing below we agree to abide by the terms and conditions of this agreement.

Person One's name: _____

Signature: _____

Date: _____

Person Two's name: _____

Signature: _____

Date: _____

Gavin Ward - Celebrant

Signature: _____

Date: _____

Fee Schedule

Marriage Ceremony

\$1100

| | | |
|-------------|--------|--|
| 15% Deposit | \$165 | Non-Refundable |
| Balance | \$935 | Payable before the ceremony takes place |
| Total | \$1100 | Fee quoted applies to Sydney Metro Area. Please ask for a quote for ceremonies further afield. |

Optional Additional Services

- Official Marriage Certificate (issued by NSW BDM) Price as per BDM (1)
- Rehearsal with Celebrant \$100 (2)

(1) Issued by NSW Births Deaths and Marriages Department. A celebrant issued marriage certificate is included in the ceremony fee.

(2) A rehearsal (with celebrant in attendance) is not usually required. Those who feel they really need a rehearsal often do so informally with the wedding party. I am happy to walk through the ceremony with you at a meeting or over skype, as well as brief all parties just before the ceremony takes place. The fee quoted is for Sydney metro area. Outside Sydney fee is dependent on time and travel requirement.

Baby Naming Ceremony

\$660

The fee is fully inclusive of all ceremony requirements for ceremonies within the Sydney metro area.

Full fee payable on booking \$660

Funeral Ceremony

From \$660

The fee is fully inclusive and simple funeral ceremonies will fall within the minimum charge. Funerals which exceed the 10 hour preparation and presentation time will be charged per additional hour.

Fee invoiced post ceremony \$660 minimum

\$50 p/h after 10 hours

All fees in this agreement are inclusive of 10% GST.

Fee Schedule Terms and Conditions

- A 15% deposit is required to be paid within 7 days of the booking confirmation. The balance is required to be paid before the ceremony takes place. You will receive an email to remind you that the balance of payment is due.
- Payment by electronic transfer is preferred.
- My bank details are BSB: 082-330 Acct No: 26-087-9402
- A 15% deposit is payable to secure the booking. This fee is non-refundable if the agreement is cancelled.
- The balance of the outstanding total fee is payable before your wedding date, otherwise Gavin Ward reserves the right to cancel your booking.

Refund Policy

- In the event of cancellation of the ceremony by you more than 45 days prior to the ceremony the balance of the account will be refunded in full.
- In the event of cancellation of the ceremony by you less than 45 days, but more than 14 days prior to the ceremony, 65% of the balance of the account will be refunded.
- In the event of a cancellation less than 14 days prior to the ceremony by you no refund will be applicable.
- Should Gavin Ward be unable to perform the ceremony due to illness, injury or other incapacity he will make every effort to locate an alternative celebrant.
- If your ceremony cannot proceed for any reason, Gavin Ward does not accept responsibility for any associated costs. You are strongly advised to take out Wedding Insurance to cover yourselves.

- Other circumstances where a Partial Refund may be applicable include:
 - Cancellation of my services due to illness, or other unfortunate unforeseen circumstances. These will be decided on a case by case basis.
 - Cancellation of my services because you are unhappy with my professional conduct.
 - Breaches of the Celebrants Code of Practice - Marriage Act 1961 (Section 39G)

Please note if you have any issue with my professionalism as a Celebrant at any stage, please feel free to contact the Attorney Generals Office or visit their website for more details www.ag.gov.au

