



Katie Clayton
Commonwealth Registered Marriage Celebrant
Contact Number: 0451 029 499
Email: Katie@happilyeveraftercelebrant.com.au

Service Booking Form

Thank-you for expressing your interest in booking a ceremony with Happily Ever After Celebrant Services. We look forward to working with you to make your ceremony perfect.

EVENT DETAILS

TYPE OF CEREMONY: _____

NAME OF THE BRIDE: _____

NAME OF THE GROOM:: _____

EVENT DATE: _____

COMMENCEMENT TIME: _____

VENUE: _____

EVENT PLANNER: _____

CONTACT DETAILS

NAME: _____

ADDRESS: _____

CONTACT NUMBER 1#: _____

CONTACT NUMBER 2#: _____



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EMAIL: _____

Additional details/notes:

By signing this form, you appoint Happily Ever After Celebrant Services to conduct your ceremony. You acknowledge the attached terms and conditions

SIGNATURE OF THE GROOM: _____ DATE: _____

SIGNATURE OF THE BRIDE: _____ DATE: _____



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Booking Terms & Conditions

(excluding Funeral/Life celebrations)

Deposit

To be paid within 14 days of receipt of Booking Confirmation.

An invoice will be issued with the terms of the payment. Outlining payment due dates and ways which payment can be made

Balance of Payment

The balance of payment is due one month prior to the ceremony date.

You will receive both an email reminder that the balance of payment is due. If there are issues regarding the due date, please contact me.

Expenses

All expenses will be discussed up front and will be included in the invoice.

Examples of expenses can include but not limited to:

- i. Extensive travel distance to the venue
- ii. Overnight stay for ceremonies conducted late in the evening where it is not reasonable to travel home.
- iii. Costumes and/or dress expectations to meet requirements of a theme wedding

After wedding expenses:

In extenuating circumstances after ceremony expenses may be sought in the event of:

- i. Last minute changes to the time or venue without 24hrs notice to the Happily Ever After Celebrant Services **(unless unforeseen circumstances present that are out of the couples control)**
- ii. Unforeseen expenses arise such as a decision after booking to have a theme wedding and a costume is required



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- iii. Damage to **Happily Ever After's** equipment, by parties related to the ceremony. This includes but is not limited to the wedding party, guests and third parties such as wedding planners. **(this excludes included travel, loading or unloading. This remains the responsibility of Happily Ever After Celebrations Services)**

Payment Plan

I am happy to discuss and create payment plans for individuals on a budget. This will include sending out payment/due date reminders.

Payment Plans will need to be paid in full one month prior to the ceremony date.

Marketing Policy

By ticking Yes I am agreeing for Happily Ever After Celebrant Services to use photos, comments and/or reviews for marketing purposes. This may include Social media, advertising third party websites such as easy weddings, business website and/or printed marketing material.

Please note no photos, comments and/or reviews will be published until after your wedding day.

Privacy Policy

All information collected for the purposes of your ceremony and for the fulfilment of legal documents will be securely stored, and provided only to the approved law bodies (Department of Births, Deaths and Marriages).

All information is treated in the strictest of confidence. Information will be stored for the legal nominated timeframe, then securely destroyed.

Happily Ever After Celebrant Services abides by State and Federal Privacy and Confidentiality legislation.

Refund Policy

I. In the event where I have had to cancel your event, you will receive a Full Refund and I will endeavour to present you with alternative Celebrant options.

II. In the event where a cancellation is enacted by the couple who has engaged Happily Ever After Celebrant Services, depending on the circumstances, you may be entitled to either a Partial Refund, or No Refund.



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Circumstances where No Refund may be applicable include:

- a. Cancellation of services because of change of mind within a month of the wedding date
- b. The Couple has failed to complete the appropriate legal paperwork despite the Celebrants best efforts

Circumstances where a Partial Refund or Full Refund may be applicable include:

- a. Cancellation of services due to illness, or other unfortunate unforeseen circumstances
- b. Cancellation of services due to unhappiness with my professional conduct. This may or may not include breaching:
 - The Celebrants Code of Practice
 - The Anti Discrimination Act 1977
 - The Privacy Act 1988

Please Note: Under paragraph 39I(1)(b) of the Marriage Act 1961, if a Registered Marriage Celebrant is found in breach or if the Registrar of Marriage Celebrants is satisfied that a marriage celebrant has not fulfilled their obligations under section 39G of that Act. The Registrar may take disciplinary measures against the marriage celebrant.

If at any point during your time engaging the services of Happily Ever After Celebrant Services, you have any issues concerning the professionalism of the Registered Celebrant, please feel free to contact the Attorney Generals Office or visit their website.

Yes, I agree that my photos, comments and reviews may be used for marketing purposes

No, I do not agree that my photos, comments and reviews may be used for marketing purposes

By signing the below, I acknowledge that I have read these terms and conditions and that Happily Ever After Celebrant Services have explained these in details, I understand the terms and conditions set out in this document.

BRIDES SIGNATURE: _____ DATE: _____

GROOMS SIGNATURE: _____ DATE: _____