Contract For Wedding Officiant Services
Basic Information

Bride: _____

_____

Current Address:

_____

_____

Home Ph: _____

Work Ph: _____

Cell: _____

Email: _____

Age: _____

Groom: _____

_____

Current Address:

_____

_____

Home Ph: _____

Work Ph: _____

Cell: _____

Email: _____

Age: _____

This is a contract for Wedding Officiant services to be provided by Shauna Denee Ministries.

Officiant will be Minister _____, who is an ordained and licensed minister in the Commonwealth of Virginia.

The minister provides the liturgy of the service and follows an order the ceremony. In addition, the minister conducts the rehearsal (optional, See Plan B & C) and will walk the bridal party through what they need to do if you do not have a wedding coordinator. And in some ceremonies, such as a church wedding and larger sized celebrations, there may be assistant(s) accompanying the Officiant.

The following Officiant, _____, being duly authorized by law to conduct marriages according to the laws of this state, will on the _____ day of _____, 201___ at _____o'clock in the city of _____, Virginia officiate and solemnize the marriage of _____ and _____

We will arrive 30 minutes prior to ceremony to be certain that the time you schedule is the actual time. *There will be an additional charge for ceremonies starting more than 20 minutes late of the contracted time.* **After the 21st minute, the rate of $20 per 10 minutes will be applied.**
Location of Ceremony: _____
Location of Reception: _____
Name and Contact information of point person for the *day of the ceremony:* _____

Types of Ceremonies:
Initial Consultation and Wedding pictures prior to the service are included in cost.

☐ **License Signing Only** (Administrative Support) - $50
Signing or the marriage license only.

☐ **Simple Ceremony/Elopement -$150**
A short 5 – 10 minute ceremony where the bride and groom exchange wedding vows and possibly rings.

☐ **Ceremony only - $175-275**
A wedding ceremony is approximately 20 – 30 minutes in length, which will consist of a processional, bridal party, exchange of vows, exchange of rings, other ceremonies within the ceremony, such as communion, unity candle, etc, and recessional.

☐ **Rehearsal & Ceremony - $275-375+**

The rehearsal would be conducted the night before or a few days before the actual wedding ceremony. The purpose of a rehearsal is to work out any details and give instructions for how the ceremony will be conducted. A wedding ceremony is approximately 20 – 30 minutes in length, which will consist of a processional, bridal party, exchange of vows, exchange of rings, other ceremonies within the ceremony, such as communion, unity candle, etc, and recessional.

☐ **Rehearsal, Ceremony, Reception Blessing - $375-475+**

The rehearsal would be conducted the night before or a few days before the actual wedding ceremony. The purpose of a rehearsal is to work out any details and give instructions for how the ceremony will be conducted. A wedding ceremony is approximately 20 – 30 minutes in length, which will consist of a processional, bridal party, exchange of vows, exchange of rings, other ceremonies within the ceremony, such as communion, unity candle, etc, and recessional.

☐ **Premarital Counseling – Inquire of hourly or package rates**.

Receive Virtual and/or In Person discussions facilitated to explore marital expectations and review concerns. Goal planning and personal development are available during these sessions. This service is highly suggested, but not required to wed. All materials included.

These rates are valid for a 20 mile radius of zip code 23832. Otherwise, the current standard allowable mileage rate will be applied.

The couple is required to pay at least half (½) of the agreed upon amount $_____ at the time of booking, as a nonrefundable retainer for my services and to reserve your wedding date. The balance must be paid in full no later than *10 business days* prior to your wedding date.

TERMS

Payment: If your date has been **confirmed** as available you may return a signed copy of this contract with your retainer electronically via www.ShaunaDenee.com, PayPal, via USPS or in person. **NO PERSONAL CHECKS are accepted.**

Termination Clause: Failure to pay balance due, unruly actions/disorderly conduct from a couple and/or guests is a breach of contract and may incur termination of services. In the event the Officiant has an emergency, every attempt to replace the assigned minister (at no additional cost) will be made.

Emergencies:

The couple fully understands and agrees that Shauna Denee Ministries shall not be responsible or held liable in the event that Shauna Denee Ministries is prohibited from performing the couple's ceremony due to illness, hospitalization, auto accident, transportation breakdown/disruption, traffic difficulties, acts of God such as hurricanes or inclement weather or other unforeseen incapacitation or other cause of no arrival on the day of the ceremony. Shauna Denee Ministries will make every effort to provide for a substitute ordained Officiant who can perform a ceremony if time and resources permit.

Refusal of Service:

Shauna Denee Ministries reserves the right to refuse any service that it is not comfortable performing. <u>SH</u>

Marriage License:

The couple understands they must provide a valid State marriage license and shall provide such marriage license to Shauna Denee Ministries to review prior to the ceremony. Shauna Denee Ministries cannot and solemnize the ceremony without the valid marriage license.

Scheduled Time of Ceremony:
The wedding must start your ceremony within 30 minutes of the scheduled start time. We may have other weddings scheduled that day. We will arrive 30 minutes prior to ceremony to be certain that the time you schedule is the actual time. *There will be an additional charge for ceremonies starting more than 20 minutes late of the contracted time.* **After the 21ˢᵗ minute, the rate of $20 per 10 minutes will be applied.** If the wedding starts late and conflicts with our schedule to perform other ceremonies we may not be able to perform your wedding. Please refer to the emergencies, cancellations, or postponements if that situation should apply. _____ (please initial).

Cancellation / Refund Policy:
This contract locks Shauna Denee Ministries to the couple's date and time of ceremony; thus, blocking Shauna Denee Ministries from booking another couple for the same date and time. For this purpose; if for any reason the couple decides not to use Shauna Denee Ministries the couple must inform Shauna Denee Ministries *in writing* prior to the date of ceremony to release the couple from the contract. In the event of cancellation, the couple understands that the one-half amount that was paid as a retainer is nonrefundable. _____ (please initial).

Photographs:
Shauna Denee Ministries gives the couple permission to use its' likeness in any photographs, videos or other recording media in any manner for any purpose they wish. The couple also gives permission to Shauna Denee Ministries to use their likeness in any photographs, videos, or other recording media in any manner for any purpose he wishes. This contract serves as release and photographs are not to be intentionally exploited in any way.

Please do not send cash in the mail.
If you have any questions, comments, or concerns, please contact me. My phone number is 804-426-6169 or email info@shaunadenee.com

I hereby affix my signature in agreement to the terms of this contract:
Signature of Bride: _____ Date: _____
Signature of Groom: _____ Date: _____

_____ Date: _____
Signature of person contracting for Services (*if different than bride and groom*)
Print Name _____Phone _____

Wedding Agreement Continued
I hereby affix my signature in agreement to the terms of this contract and have officially reserved the date and times specified above:

Officiant Signature: _____ Date: _____

SHAUNADENEE

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Office Use Only / Account Payment History

Retainer Received On: ___/____/_____ Amount Paid: $_____   Retainer Received On: ___/____/_____ Amount Paid: $_____