



Ben Poston Weddings

Wedding Officiant and Ceremony Coordinator

8521 Hartham Park Ave, Raleigh NC 27616

919-917-8763

ben@benpostonweddings.com

I, _____ wish to hire the services of *Ben Poston*, ordained Minister, to assist with and perform our wedding ceremony.

Ceremony Date: _____ Ceremony Start Time: _____

***Start time cannot be changed without notifying *Ben Poston* in advance and getting approval via email.**

Ceremony Location: _____

Ceremony Address: _____

Ben Poston to attend rehearsal: YES _____ NO _____

Rehearsal Date: _____ Rehearsal Time: _____

Rehearsal Location (if different from ceremony): _____

Wedding Ceremony Pricing

Total for Officiant Services: \$400.00

Non-Refundable Deposit: \$ 200.00

Balance Due: \$ 200.00

Balance is due 2 Weeks Prior to Wedding Date

I have read the complete description of what is included in the booking and all questions have been answered to my satisfaction. **I agree to pay a 50% deposit as a non-refundable booking fee.** The final balance is due two weeks prior to the date of our ceremony. If my account is not paid in full as specified, *Ben Poston* will not officiate at my ceremony.

Upon signature and receipt of the booking fee, *Ben Poston* will reserve the time and date agreed upon to plan our wedding ceremony / planning services.

Payment Terms: Cash, checks, money orders or cashier's checks are accepted.

Please make checks, money order or cashier's checks payable to: ***Poston Enterprises LLC***

Marriage License: I also understand that it is my responsibility to acquire a valid* marriage license in the county and state where the wedding ceremony will take place and that the marriage license must be on the premises when the ceremony is performed. *Valid means that both I, my marriage partner, and the county official have signed the license. I understand that failure to have these legal documents means that *Ben Poston* cannot legally perform a wedding ceremony. The officiant can perform a symbolic ceremony, which will have no legal merit, and perform another ceremony in private for the couple once the legal documents are presented for an additional fee. I will consult with our local court / city clerk to find the exact requirements for my area. I will not automatically receive a certified copy of the marriage license unless I request and pay for a certified copy from the County Clerk, Register of Deeds or County Recorder. In the event the marriage license is not received by the county, *Ben Poston* will cooperate with me and county recorder to resolve the issue. Cost for the replacement license, if any, will be assumed by me. For privacy reasons, *Ben Poston* does not maintain copies of the marriage license.

Cancellation Policy:

If my wedding is cancelled less than two weeks prior to the wedding date, payments made other than the non-refundable booking fee may not be refunded.

Reschedule Policy:

If I must change the date or time of my wedding, it will be rescheduled on the new date and time if it is available. If my new date and time is not available, the change will be considered a cancellation on my part and the above Cancellation Policy will apply.

Please READ and Initial

_____ If we change the date/time of our wedding, the following rules will apply: If *Ben Poston* has the new date/time available, he will simply change the date/time and re-reserve it under the new date/time. However, if *Ben Poston* is already obligated for the new date/time and is unable to officiate our wedding on the new date/time, it will be considered a cancellation and the initial security deposit is forfeited and *Ben Poston* is relieved of all responsibilities set forth in this contract.

_____ I understand that a completed contract and the booking deposit must be received to reserve the date and time for our ceremony. The booking fee is applied toward the total cost for services. The balance of the fee is due two weeks before the day of our ceremony. The booking fee is nonrefundable once paid.

_____ I understand that if booking fees and/or final payments are not received by the due date, our ceremony will be cancelled and the booking fee will not be refunded.

_____ Any booking fee or payment that is dishonored by *Ben Poston's* financial institution for any reason, there will be an additional charge of \$50.00 to be paid by us.

_____ I understand that if our ceremony includes a sand ceremony, unity candle, or any other special feature, we are responsible for furnishing all equipment needed. *Ben Poston* is more than happy to suggest what we may need, but *Ben Poston* does NOT provide the equipment.

_____ Total Cost includes the option of having *Ben Poston* attend our rehearsal. If I chose not to have *Ben Poston* attend the rehearsal, or cancel the rehearsal, no credits or refunds will be issued. If I chose to have *Ben Poston* attend our rehearsal, the date and time must be confirmed no later than 3 months prior to the rehearsal. If not confirmed within 3 months prior to the rehearsal, and *Ben Poston* is not available to attend the rehearsal, no credits or refunds will be issued.

_____ If it is determined within 90 days before the ceremony that *Ben Poston* is unable to perform the services for any reason, *Ben Poston* will provide an alternate officiant who will provide the same level of service.

_____ I allow *Ben Poston* to use photos of the ceremony obtained from me or my photographer to be used on social media and websites for promotional purposes.

LIMITATION OF LIABILITY:

Clients agree that, to the fullest extent permitted by law, Officiant shall not be liable for any claims for emotional distress, mental anguish, consequential damages, lost profit, loss of enjoyment, lost revenues, replacement costs, compensatory damages and/or punitive damages, whether or not foreseeable and/or arising from any negligent act or omission on the part of any person. Officiant's liability for any claim, breach or damage by reason of any act or omission shall be limited to repayment of sums paid by Clients only.

INDEMNITY:

Clients agree to indemnify, defend and hold harmless Officiant and its employees, agents, independent contractors, officers, directors, members and/or managers for any injury, property damage, liability, claim or other cause of action arising out of and/or related to the actions of Client's or Client's guests.

FORCE MAJEURE:

No party to this Agreement shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to, acts of God (such as natural disasters), fire, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

All parties agree that this Agreement is the sole binding agreement, relating to the performance or officiating of the Ceremony, between all parties involved and may only be altered, amended, or invalidated by a separate written agreement executed by all parties to this original agreement. No verbal, non-written, or other informal agreement shall apply or be held binding to either party.

This Agreement shall be governed by and shall be construed in accordance with the laws of the State of North Carolina.

I acknowledge receiving a true and accurate copy of this Agreement.

Client Signature Date _____, 2019

Ben Poston Date _____, 2019
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Wedding Information Sheet

Bride: _____ Groom: _____
PRINT First and Last Name PRINT First and Last Name

Address: _____ Address: _____
City State Zip City State Zip

Email: _____ Email: _____

Cell Phone #: _____ Cell Phone #: _____

Approximate # of Guests: _____

Coordinator contact information (if known) _____

Photographer contact information (if known) _____

Emergency Contact on Wedding Day: _____
First and Last Name Phone Number

Print Bride's Name or Full Name as you wish it to be in the Welcoming: _____

Print Groom's Name or Full Name as you wish it to be in the Welcoming: _____

Witness #1: _____
First and Last Name

Witness #2: _____
First and Last Name

Officiant's Attire:

Grey Suit – Tie / Black Suit–Tie / Sport Jacket–Tie / Sport Jacket–Polo Shirt / other ? _____

A Black Suit and Tie is worn if you have no preference

Any special directions I may need to know to find your location? _____
