

Circle of Love Ceremonies

CONTRACT FOR WEDDING OFFICIANT SERVICES

Rev. Shannon M. Mackay & Rev. Adele Aquino

Email: Shannon@circleofloveceremonies.com ~ Website: circlofloveceremonies.com

File# Wedding Date: ___ / ___ / _____

FOR OFFICE USE ONLY		
Date:	Time:	Balance:
Location:	Additions:	Officiate:

Contact Information of Bride/Groom/Couple:

Type of ceremony:

- Wedding Civil Spiritual Non-Denominational Vow Renewal Anniversary Elopement
 Commitment Ceremony Blessings Baby Blessing Boat Naming – Re-Naming Other
 Surprise Romantic Ceremony

NAME OF BRIDE: _____ Cell Phone: () _____ - _____

Your place of birth, (for wedding certificate): City: _____ State: _____

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

Email: _____

NAME OF GROOM: _____ Cell Phone: () _____ - _____

Your place of birth, (for wedding certificate): City: _____ State: _____

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

Email: _____

CONTACT PERSON, DAY OF CEREMONY IN CASE OF EMERGENCY:

Name: _____ Relationship: _____

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

Email: _____ Cell Phone: () _____ - _____

WEDDING LOCATION AND DETAILS:

Location: _____ Do you have shelter in case of rain? _____

Address: _____

Rain backup location, if different from above please include address: _____

Phone number of Venue: _____ Additional directions: _____

Will you have a Wedding Planner: _____ His/Her contact # and info: _____

Attire will be: Formal Semi-formal Informal Other _____ Number of guests expected: _____

Bridal colors: _____ Wedding Party size: _____ Photographer: _____

Videographer: _____ Musician: _____

Florist: _____ Caterer: _____

Other Vendors: _____

Bride and Groom's accommodations: _____ Room number: _____

Notes:

Ceremony Additions: The following additions may be added to your ceremony at no charge if you provide the items needed. If you order them online through the website we will bring them to your ceremony. Be sure to check off the ceremony additions you would like to include below and add them to your contract total.

- Sand Ceremony God Knot Ceremony Hand Fasting Ceremony Bamboo Arbor
- Wine Ceremony Butterfly Ceremony Broom Ceremony Tiki Torch's Rose Ceremony

ACCESSORIZE YOUR WEDDING ITEMS:

- Sand Ceremony Kit**\$59.00
Kit includes: Personalized Sand Ceremony Vase to keep, colored sand of your choice to represent each of you. I provide sand and containers to hold and pour the sand and the ceremony vase for during ceremony, no table needed. Holders may be decorated by bridal party to match wedding ceremony.
- God Knot Ceremony Addition**\$39.99
Includes: Ring and Ceremonial Cords included in ceremony
- Bamboo Arbor**\$150.00
Includes: Arbor and simple white drape if preferred. Or may be decorated by you.
- Hand Fasting Ceremony**..... \$55.00
Includes: 6 Ceremonial Cords included in ceremony
- Wine Ceremony**..... \$45.00
Includes: Personalized bottle of wine and wine glasses
- Butterfly Ceremony Call for pricing**
Includes: Butterflies and containers for their release
- Dance Floor Decal** \$170.00
Includes: Dance Floor Decal to be delivered week of event
- Broom Ceremony**..... \$45.00
Includes: Decorated Broom
- Tiki Torch Ceremony**\$75.00
Includes: Use of 10 Tiki torches, torch fluid included. May be decorated by wedding party to match wedding colors. Must be returned either that evening or the following day.
- Rose Ceremony**\$10.00
Includes: 2 Roses to be given to mothers during ceremony or floated in ocean as a remembrance.
- Luminaries** Ask about pricing
- Video Taping of Ceremony** Single stationary camera \$75.00
Includes: Recording of ceremony and DVD, will be ready to pick up the following day

Ceremony Fee: \$200.00 + Any other additions you may have chosen above total: \$ _____
A non-refundable booking fee of 50% is due when the wedding date is reserved: \$ _____

Ceremony Time Block(s) Reserving:

- 9am to 11am _____ 11:30am – 1pm _____ 1:30pm – 3pm _____
- 3:30pm – 5pm _____ 5:30pm – 7pm _____ Other time agreed on _____

I (Client) realize that payments on my final balance can be made at any time, however; I also understand that the entire balance must be paid no later than thirty calendar days prior to the wedding date. I further understand that if my account is not paid in full prior to the wedding date, Reverend Shannon M. Mackay (Officiate) will not attend or perform my wedding.

Officiate shall arrive at the following location for the ceremony location: _____ at or before _____ am/pm (ceremony time) on the _____, 2012 and will depart no later than _____ am/pm (ending time) to ensure compliance with his/her overall schedule. The client understands that they **MUST** adhere to these times, but they may be extended at Officiates sole discretion if the Officiates schedule permits. Should the ceremony begin later than scheduled due to issues beyond the control of the Officiate, Client agrees that the contents of the ceremony/script may be spontaneously edited for time, as needed, solely at the discretion of the Officiate. "Editing" may include the deletion of any wording, the elimination or alteration of any elements and/or readings, the substitution of wording/elements, etc., as the Officiate deems necessary – with the sole exception of those sections that may be required by law.

Cancellation Policy:

Deposits are non-refundable after the 3rd business day of the contract effective date. Once signed below, no changes can be made in the agreement and it cannot be canceled. This contract is therefore considered by both said parties to be legal and binding in accordance to the conditions set forth herein.

(Client)

(Date)

(Client)

(Date)

And Circle of Love Ceremonies Officiate: Rev. Shannon M. Mackay ____ / ____ /2012

Please return signed contract and payment **MADE TO THE ORDER OF: Shannon M. Mackay**
Write your File#: _____ in the memo portion of your payment if paying by check. **AND MAIL TO:**
1509 Carolina Beach Ave. N. E6, Carolina Beach, NC 28428

I offer a 10% Hometown Hero discount to all Active Duty Military, Police Officers and Firemen that book with us. I sincerely **THANK YOU** for all you do!!!

Congratulations and thank you for choosing us to be a part of your most important life event! We truly consider it an honor. Shannon performs wedding ceremonies at variety of inland and coastal locations. Wedding sites including; seaside locations, lighthouse areas, historic sites, state parks, personal residences, vacation rental homes, charter vessels, etc. You have complete control of your wedding ceremony. You pick your wedding site and we would be honored to tie the knot!
Please make a copy of the contract and send it back through snail mail with your deposit. If I have emailed this contract to you, you may fill it out and E-mail the completed contract back to us with the wedding date in the subject line.

Ceremony and Vows:

Vows will be E-mailed to you, **ALL CORRESPONDENCE FROM NOW ON MUST HAVE YOUR WEDDING DATE IN THE SUBJECT LINE** and must have names inserted in all the proper blanks, exactly as you want to be called....full name, nick name etc. otherwise we are not responsible for calling you Susie or Harry:~) We will get started on writing your vows as soon as we receive your contract back.

Officiate wedding package includes:

- Officiate to perform and lead marriage ceremony
- Supplement ceremony included if ceremony additions are included
- Keepsake copy of wedding vows
- Assistance selecting and or writing ceremony vows if needed
- Legal filing of marriage license

Please read and initial all statements:

_____ If I change the date of the wedding the following rules will apply: If Circle Of Love Ceremonies has the new date available; they will simply change our date and re-reserve it under the new date for free. However, if Circle Of Love Ceremonies is already obligated for the new date I have chosen and is unable to officiate my wedding on the new date, then the initial security deposit is forfeited and Circle Of Love Ceremonies is relieved of all responsibilities set fourth in this contract.

_____ A completed contract and the booking fee must be received to reserve the date and time of the Officiate for our ceremony. The non-refundable booking fee reserves our date and time. The booking fee is applied toward the total cost for services. The balance of the fee is due thirty (30) days prior to the ceremony dates unless all parties have agreed upon other arrangements. I understand that if booking fees and/or final payments are not received by the due date, my ceremony will be cancelled and the booking fee will not be refunded. For any booking fee or payment that is dishonored by our financial institution for any reason, we agree that there is an additional charge of \$50.00.

_____ Officiate agrees to arrive at the ceremony address or location listed on the contract at least 30 minutes prior to any ceremony to insure compliance with his/her overall schedule. Couple understands that they must adhere to these times but they may be extended at Officiates sole discretion if Officiates schedule permits.

_____ I also understand that it is my responsibility to acquire a valid marriage license in the state where the wedding ceremony will take place and that the marriage license must be on the premises when the ceremony is performed. I understand that failure to have these legal documents means that Rev. Shannon M. Mackay (Officiate) cannot legally perform the ceremony and are under no obligation to do so, regardless of the inconvenience it may cause. Rev. Shannon M. Mackay (Officiate) may at her discretion perform a symbolic ceremony, which will have no legal merit, and perform another ceremony in private for the couple and 2 witnesses once the legal documents are presented, for an additional fee.

_____ In the event the Officiate is prohibited from officiating at the Couple's ceremony as planned due to hospitalization, auto accident, transportation breakdown/disruption, traffic difficulties or other unforeseen incapacitation on the day of the ceremony, Circle Of Love Ceremonies will make every attempt to provide for a substitute Officiate who can provide substantially the same level of service or provide a 100% refund.

_____ The Officiate requires that the bride, groom and the legal witnesses are sober in order to perform the ceremony and to witness the signing of the certificate of marriage.

_____ The Couple gives permission and shall allow the Officiate to post a photograph(s) of them with the Officiate on the Officiates website for viewing by the internet community. The Couple acknowledges that this is for promotional purposes only and they do not expect any compensation of any kind. There shall be no expiration period for this permission.

_____ The Officiate gives permission and shall allow the Couple to use any photographs, videos or other recording media in which the Officiate is in or part of in any manner or for any purpose they wish.

_____ By submitting the form below you are requesting to book your date(s) with us. Availability is on a first come first serve basis.

_____ I have read the complete discretion of what is included in the booking and all questions have been answered to my satisfaction.

To help us keep track of our marketing please circle how did you find us in your search?

Google, MarthStewart.com, Myweddings.com, decidio.com, Wedalert.com, GatheringGuide.com, Newspaper, Onewed.com, Referred by a friend, Referred by a vendor, Referred by Ceremony/Reception location, Weddingwire.com, Wedplan.net, Yahoo, Other Search Engine, Other website. What was the specific search phrase you typed in the search engine? _____