Terms and Conditions

No work will commence until a signed copy of the booking form is received together with your Booking Fee which shall be deemed acceptance of these terms and conditions.

The fee is non-returnable. Payment as follows:

**Booking Fee:** This payment saves your date. I guarantee not to take another booking for the same day.

This payment ensures that I am paid for the hours of work I will have undertaken to write 3 drafts of, and your final ceremony.

Upon receipt of the booking fee, or at the time of our first meeting or telephone conversation, I will send you the questionnaire to be completed by each of you. The information given will be used to construct the story of your relationship, please ensure you only share what you are happy for your friends and family to learn about.

When returning the questionnaire, please ensure you take a copy of it.

**Cancellations:** In the event that I have to cancel my attendance as Celebrant to your wedding, due to circumstances outside of my control, I will in the first instance attempt to secure another Fellowship of Professional Celebrants Celebrant to conduct the ceremony as we have written it, and make part payment to that celebrant without any additional costs being incurred by you. In the event that I am unable to secure another Fellowship of Professional Celebrants Celebrant, I will ask you to either have a friend or other trusted person to conduct the ceremony I have written or find another celebrant to conduct your ceremony. Once the ceremony is written, there will be no refunds for any reason whatsoever.

In the event that you should want to cancel my services for any reason, the following will need to be considered: The full payment you have given me will not be refunded. I will have spent time with you on the phone and probably at a meeting or meetings in person. I will have written or part written the ceremony. I may have turned down other work to save the date exclusively for you. If the draft has been written and is in your possession then I have the right and expectation to have been paid for this work. Cancellations by you later than this will mean forfeiture of the full payment you have made.

The price quoted is based on information available at the time of quotation. Later changes to your requirements e.g. change of ceremony location may incur additional costs to me and will be discussed with you. Any increase in price will be invoiced at the time of change.

Where timescales permit, ideally your ceremony should be completed and ready to print no later than 28 days prior to the ceremony taking place. In order for this to happen that we each agree to respond to information requests in a timely manner, where a response to an email message or phone message is not received within 48 hours it is the messagers responsibility to follow up the contact with a friendly reminder.

My writing style is unique to me and will be completely different to how you or anyone else may phrase sentences and sayings, this should be taken into consideration when reading or editing your ceremony and it should not be considered a failure on my part if you do not like how I have phrased my words. I often write the ceremony phrased in such a way to aid reading aloud. Before the Ceremony is signed off as final, I shall get your agreement.

Any readings given by relatives: I will include the readings in the written Ceremony that I send you by email, but the relative or friend must bring their own copy to the wedding itself.

You must be confident that all other ceremony timings, music, readings etc are in place so that your ceremony is as you expect it to be.

I am only responsible for the reading of the Ceremony words that I have written and to which you have agreed.