



## Officiant Contract

Wedding Ceremony Agreement and Confirmation. This agreement, made this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ by and between ***Knots of Love by Linda*** hereinafter referred to as: **The Officiant**, and

\_\_\_\_\_ (Partner 1)

\_\_\_\_\_ (Partner 2)

hereinafter referred to as: **The Couple**.

WITNESSETH: In consideration of the mutual covenants and agreement herein contained, The Officiant and The Couple hereby agree to the following terms and conditions:

### **THE OFFICIANT'S RESPONSIBILITIES:**

The **Officiant** shall perform a marriage ceremony for **The Couple** on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_ at time: \_\_\_\_\_ a.m./p.m. at/on the facility of

\_\_\_\_\_ located at:

\_\_\_\_\_ The **Officiant** warrants that she is a professional officiant, recognized as a legally ordained minister with Universal Life Church Ministries and American Marriage Ministries, and is fully qualified to officiate wedding ceremonies and solemnize the rites of all marriages in the state of Maryland and the District of Columbia

The Officiant will provide the following services under the terms of this agreement:

1. A preliminary confirmation reserving the date, time and location of the wedding ceremony as indicated above will be sent via email to The Couple.
2. Creation of the ceremony.
3. Two weeks prior to the wedding, a member of The Couple will receive a final check-in call to reconfirm all aspects of the ceremony and list all items which will be needed on the day of the wedding.
4. The Officiant shall complete and execute the marriage license and file (mail) said license in accordance with the instructions set forth by the jurisdiction from where the license was obtained.



### **THE COUPLE'S RESPONSIBILITIES:**

The Couple understands that they must obtain a Marriage License at the appropriate jurisdiction for which the ceremony will be performed and shall provide said Marriage License to The Officiant to review and execute on the day of the ceremony. The Couple has been informed and fully understands that if a valid marriage license is not presented with government issued identification to the Officiant **BEFORE** the ceremony is performed, the Officiant cannot perform a legally valid marriage ceremony.

The Couple shall not change the date, time or location of the wedding as listed in paragraph 1 of this agreement without first contacting and advising The Officiant of said change so as to determine if The Officiant is still available to perform the ceremony. The Couple also understands and recognizes that The Officiant performs other wedding ceremonies for other couples and such change of date, time, or location without first notifying The Officiant, or any excessive lateness (30 minutes & over) of the originally scheduled wedding ceremony time may prevent The Officiant from performing the ceremony. If the Couple does change the date, time, or location of the scheduled wedding ceremony, and The Officiant is unavailable to perform the ceremony, then The Officiant reserves the right to cancel the performance of their ceremony and shall in no way be held responsible or liable in any manner whatsoever for non-performance.

If The Officiant can still perform the wedding ceremony on the new date, time, and location, then this agreement shall be canceled and a new agreement entered into reflecting the new date, time and location.

The Couple agrees to pay the Officiant a ceremony performance fee of \$\_\_\_\_\_ plus any mutually agreed upon additional services and/or travel expenses outside the 25-mile radius of 4525 Woodbridge Lane, Huntingtown, Maryland. To reserve the above date, a NON-REFUNDABLE deposit in the amount of \$100.00 shall be remitted with this agreement (made payable by credit card to the link provided through Community Bank of the Chesapeake [https://swipesimple.com/links/lnk\\_c9033011](https://swipesimple.com/links/lnk_c9033011) . The balance of the ceremony fee remaining, in the amount of \$\_\_\_\_\_.00, must be paid in the same link, which is due two weeks prior to the ceremony date. If payment is not received two weeks before the wedding date, then time and date reservations are canceled and may be booked by other parties, without exception and without notice. If The Couple needs to make partial payments, they may do so as long as payment in full is received two weeks prior to the ceremony date. Reservations made with less than 30 days remaining until the wedding require a 100% non-refundable payment. Should reservations be canceled with 21 days or less remaining before reserved date, payment in full is required to avoid legal action.

A deposit of \$100.00 must be paid in advance and is required, along with a signed contract, to book a date and time for a wedding. Deposits are not refundable should the wedding be canceled for any reason. This deposit will be applied to rescheduled ceremonies.



Fees are based upon amount of service time provided. If services go beyond the outlined details (i.e., extensive phone calls, email communications) additional fees will be assessed accordingly at the rate of \$50.00 per half hour and are due paid prior to the signing of the marriage license. If the ceremony is delayed 30 minutes or longer past the scheduled start time, \$100.00 is due paid prior to the signing of the marriage license.

You will receive a notice (via email or mail) acknowledging receipt of the deposit and confirming your booking date and time. A PDF copy of this document in its entirety will be returned to you by email. Hard copy of this document in its entirety will be returned to you within 30 business days *if you so request*.

**REFUSAL:** The Officiant reserves the right to refuse any request for a reservation and further reserves the right to refuse to perform any service that she is not comfortable with, even though a reservation was accepted. If a wedding service that has been reserved is not performed, then a refund shall be due in the same form it was received.

**LATE FEES:** The Officiant may waive the late fee charge, at her discretion. No refund will be given if The Officiant is not able to perform the ceremony because of any delays beyond the stipulated time period. If for ANY reason the ceremony starts 30 minutes or more after it is scheduled, the Officiant may, at their option, perform a very short civil ceremony in place of the agreed-upon ceremony. Neither shall weddings with Knots of Love by Linda, or Linda Sinagra-Smith, be held liable for any costs of the ceremony or reception, or damages of any kind. The Officiant will charge an additional \$100.00 if required to wait more than 30 minutes past the scheduled starting time. Said fee is due paid prior to the signing of the marriage license. The ability of the Officiant to wait more than 30 minutes will be solely at her discretion.

**TRAVEL AND EXPENSES:** Any travel of over 25 miles and less than 60 miles (one way) from the Officiant's home address shall be charged \$75 (round trip). Any travel of over 61 miles and less than 90 miles (one way) from the Officiant's home address shall be charged \$100. Mileage will be determined using Google Maps. Additional travel expenses may include a one- or two-night hotel stay if the rehearsal and/or wedding are more than 90 miles away for the night before the wedding. These details **MUST** be discussed prior to signing the contract. Hotel accommodations are required for any of the following conditions: a) If the wedding is before 11:00 a.m. and more than 90 miles away (for the night before the wedding); b) If the wedding is after 6:30 p.m. and more than 90 miles away (for the night of the wedding); c) If the wedding is more than 90 miles away and service is requested for rehearsal the night before the wedding. All travel expenses should be included in the total ceremony cost and need to be paid two weeks prior to the ceremony. All parking fees and entrance fees to your venue are to be paid by The Couple and shall be included in the total ceremony cost and shall be paid two weeks prior to the ceremony.



**ADD ON CEREMONY ITEMS:** The Couple accepts responsibility for purchasing items needed to perform any of the smaller ceremonies that they may wish to include in their ceremony (i.e., Unity or memory candles, wine, roses, sand, breakable glass). These items may be shipped to the officiant as a convenience to out of town couples. If The Couple requests any special provisions from The Officiant, these details should be submitted in writing no later than three weeks prior to the ceremony date.

**GENERAL PROVISIONS:**

The Officiant shall arrive at the wedding location 30 minutes prior to the time of the wedding ceremony, and 20 minutes prior to any scheduled rehearsals. Rehearsals are billed at \$100.00 plus travel distance according to the contract. The Couple fully understands and agrees that The Officiant shall not be responsible or held liable in the event. If the Officiant is prohibited from performing The Couple's wedding 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 non-arrival on the day of the ceremony. The Officiant will make every attempt to notify The Couple and to provide a substitute Officiant who can perform a wedding ceremony if time and resources permit. In any event, The Officiant, their agents and assigns shall NOT be held liable for any compensation or any damages (including punitive) due to non-performance of any ceremony/function resulting from such incapacitations, non-arrival, errors and/or omissions of any type.

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

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

This agreement and attachments constitute the entire agreement between the parties and may not be modified except in writing signed by both parties or by the acknowledgment of email received by both parties. No other representations or promises have been made except those that are set out in this agreement.

If any part of this agreement is adjudged invalid, illegal, or unenforceable, the remaining parts shall not be affected and remain in full force and effect.

Total Fee: \$ \_\_\_\_\_ = Ceremony Fee \$ \_\_\_\_\_ + Applicable Add-on Fees \$ \_\_\_\_\_



Payment Terms:

A deposit of \$100.00 is due at contract signing to reserve your date and is not refundable. The balance of total fee (\$ \_\_\_\_\_ ) is due two weeks prior to the ceremony date to the link provided through Community Bank of the Chesapeake

**[https://swipesimple.com/links/lmk\\_c9033011](https://swipesimple.com/links/lmk_c9033011)**

IN WITNESS WHEREOF, the parties hereto agree to the terms and conditions as described above and have caused this contract to be signed on the dates indicated below, but effective as of the effective date.

Linda Sinagra-Smith  
(Officiant)

(Date)

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Client Name (please print) (Date)

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(Client Signature and Phone Number)

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Client email address

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Client Name (please print) (Date)

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(Client Signature and Phone Number)

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Client email address

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Mailing address

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