**Agreement for Wedding Officiant Services**

**Rev. Dr. Brenda M. Alton, Officiant**

**About You**

Bride: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**About Your Wedding**

Ceremony date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ceremony start time: \_\_\_\_\_:\_\_\_\_ ☐AM / ☐PM (Not the invitation or guest arrival time)

Ceremony venue name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ceremony venue address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If applicable; otherwise leave blank.)

Rehearsal start time: \_\_\_\_\_:\_\_\_\_ ☐AM / ☐PM

Rehearsal venue name (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal venue address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of wedding coordinator (if you have one): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_

**Ceremony Fees**

Quoted Ceremony Fees: *Select all that apply to your needs*

$800 ($100 deposit due at the time this Agreement is submitted)

* *Includes a minimum of 4 pre-marital counseling sessions, ceremony planning, attendance at wedding rehearsal, wedding day, attending reception, completion of all paperwork, and 2 post-wedding relationship sessions.*

$300

* *Includes ceremony planning, attendance at wedding rehearsal, wedding day, attending reception, completion of all paperwork.*

$250

* *Wedding day officiant, completion of all paperwork.*

Travel: $\_\_\_\_\_\_\_N/A\_\_\_\_\_\_\_\_\_ (for ceremonies held outside of Pennsylvania)

Lodging: $\_\_\_\_\_\_N/A\_\_\_\_\_\_\_\_\_\_

Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CEREMONY AGREEMENT**

This Agreement for Wedding Officiant Services (the "Agreement") is made between Brenda M. Alton (the "Officiant") and the clients identified above as Bride and Groom ("Clients" or "Client") with respect to Client's wedding scheduled as detailed above (the "Ceremony").

**SERVICES:**

Officiant hereby agrees to render two meetings. The first meeting is for introductions and to plan the wedding ceremony, at mutually acceptable calendar days and times. The second is to review the ceremony 30 days prior to the wedding day. The Officiant also agrees to render Wedding Officiant Services ("Services") for Client at the date, time and location as specified in this Agreement.

**SCHEDULE:**

The “Ceremony Start Time" listed above shall be considered the actual Ceremony Start Time and not Guest Arrival or Invitation time. Client agrees that the Ceremony shall begin within fifteen (15) minutes of the "Ceremony Start Time" as specified in the Agreement. Officiant shall plan and make every effort to arrive 30 minutes or more prior to the Ceremony Start Time listed above. Officiant shall not be held liable for unavoidable delays due to mechanical breakdowns, unexpected traffic delays, road closures, etc. Unless otherwise specified, Officiant may leave at any time following the conclusion of the ceremony, unless the Clients desire the Officiant to provide a service during the reception.

**CHANGES:**

Changes to this Agreement including, but not limited to the date, time, and/or location of the Ceremony must be communicated in writing by Client and approved by Officiant in writing, at least seven (7) days prior to the Ceremony.

**FEES AND DEPOSIT:**

A non-refundable deposit of $100 of the Ceremony fee is to be paid upon execution of this Agreement at which point Officiant will commence services. The full balance of any unpaid fees including ceremony fees, rehearsal fee, if applicable, and/or travel fees, if applicable, shall be received by Officiant prior to the start of the Ceremony. If Client fails to remit payment as specified, Officiant shall have the right to immediately terminate this Agreement without further obligation to refund money, including the deposit, or to perform Services at the Ceremony. Deposit is transferable to another date and time if Client requests change in writing at least seven (7) days prior to the Ceremony date and Officiant is available. If Officiant is not available at the new date and/or time, all fees paid in excess of the Deposit will be refunded upon request from Client.

**ADDITIONAL FEES:**

If the Ceremony location charges a fee for parking or admission, Client is responsible to have Officiant's parking or admission fee validated or to provide cash to cover the parking or admission fee.

**FORMS OF PAYMENTS:**

Deposit may be made electronically via PayPal, Cash App, Zelle, Venmo, cash or check. Payments by Client due prior to the ceremony shall be made electronically, cash or check. Checks shall be made payable to Brenda M. Alton.

**CANCELLATION AND REFUNDS:**

Cancellations must be communicated in writing. If written notice of Cancellation of Services is provided by Client at least seven (7) days prior to the Ceremony date, all fees paid in excess of the Deposit will be refunded. If written notice of Cancellation of Services is provided by Client less than seven (7) days prior to the Ceremony date, Client shall be responsible for full payment of Services, except for travel fees, if applicable. If written notice of Cancellation of Services is not provided by Client, Client shall be responsible for full payment of Services, including travel fees, if applicable. If written notice of Cancellation of Services is provided by Client, Officiant shall be released to make commercially reasonable attempts to re-book the date and time of the Ceremony. In the unlikely event that the Officiant is unable to perform the ceremony for unforeseen circumstances (i.e. hospitalization, automobile accident, and/or transportation breakdown, etc.), Officiant shall be allowed to make reasonable attempts to provide a replacement Officiant at no additional cost to Client. In the event Officiant must cancel this Agreement for Services, Client shall be refunded the full fees paid for the Services.

**MARRIAGE LICENSE:**

It is the Client's responsibility to acquire a valid marriage license, if applicable, in the state where the Ceremony will take place and have the marriage license at the Ceremony when the Services are rendered. Client agrees that failure to have a valid marriage license at the time of the Ceremony means that the Officiant cannot legally perform the ceremony. Officiant may at her discretion perform a symbolic ceremony, which will have no legal merit. The client agrees to provide two witnesses, 18 years of age or older, who must be present at the Ceremony and who must sign the marriage license. In the event of a failure to have a valid marriage license at the ceremony, the Clients may arrange a subsequent meeting which shall include both Clients, both witnesses and the Officiant, at a mutually agreeable time, and at an additional cost of $50. Officiant will complete and sign the marriage license on the day of the Ceremony and will return the completed marriage license within three (3) business days to the county recorder of the county in which the license was issued. Client will not automatically receive a certified copy of their marriage license unless they request and pay for a certified copy from the County Clerk or County Recorder. In the event the marriage license is not received by the county recorder; Officiant will cooperate with the Client and county recorder to resolve the issue. Cost for replacement license, if any, will be assumed by the Client. The Officiant does not maintain copies of the marriage license.

**ADDITIONAL TERMS:**

If the Ceremony includes a sand ceremony, knot ceremony, unity candle, flower ceremony and/or any other special feature, Client is responsible for furnishing all equipment needed to perform such feature(s).

**IMAGE RELEASE:**

Client agrees that Officiant may use any images and stories from the Ceremony for any means of promotion, including advertising and display on websites or blogs, unless otherwise stated by Client. Clients waive any right to payment, royalties or any other consideration for the use of the images or stories.

**INJURY/LOSS BY GUESTS:**

Officiant assumes no responsibility for injury, damages or losses incurred by the Client or Ceremony attendees. Officiant also assumes no responsibility for any food, beverage, floral arrangements, decorative items, either personal or professional, brought by anyone prior to, during, or after the Ceremony. Client agrees to be responsible for all guests and attendees at the Ceremony and the acts of the guests and attendees. Client agrees to pay for any and all injury or damages arising out of the Ceremony, except to the extent of any negligence or misconduct by Officiant.

**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 Agreementors, 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. Normal weather occurrences including, but not limited to, rain or snow are not covered by this paragraph. If the Ceremony cannot take place at the date, time, and place specified above due to an event described in the previous paragraph or the sudden serious illness or injury of either client, the Officiant shall make every reasonable effort to reschedule to Ceremony, in which case all fees owed will be applied to the rescheduled Ceremony.

**GOVERNING LAW:**

The validity, construction, and enforceability of this Agreement shall be governed in all respects by the laws of the State of Pennsylvania. For out-of-state and destination weddings, the Officiant will contact the government officials and respect the laws of that region by completing all necessary paperwork.

**ENTIRE AGREEMENT:**

This Agreement constitutes the entire Agreement between the parties and supersedes all prior Agreements whether oral or written concerning the subject matter of this Agreement.

**SEVERABILITY:**

If any portion of this Agreement is found to be legally unenforceable, all remaining provisions of the Agreement shall remain in effect.

Bride (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom (signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brenda M. Alton, Officiant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete and sign Agreement and return it by email to bam@bmaresources.com or by mail to: Brenda M. Alton 693 Farmhouse Lane, P.O. Box 4152, Harrisburg, PA 17111.

Cash App: $BAMminstry

PayPal: bam@bmaresources

Zelle: Brenda Alton

Venmo: @Brenda-Alton-2