**Terms and Conditions**

**For all ceremonies:**

1. An initial **non-refundable** deposit of £50 is required to secure your date. This will close off the option of this date for other people, yours will be the only ceremony I officiate that day.
2. A second deposit of 50% (approx.) of the remaining balance will be due 6 months prior to the ceremony. After 14 days this deposit will become non-refundable as work will have started on your ceremony. Ceremonies booked within 6 months of the scheduled date will require the initial and second deposit to be paid together on booking
3. The balance of the remaining fee plus any costs for materials and travel is due no later than one calendar month before the ceremony.
4. Round-trip journeys in excess of 50 miles will be charged at 45p per mile.
5. Overnight accommodation if required, (usually if over 2.5 hours driving time or an evening/night-time ceremony) will be charged at cost (depending on the time of the ceremony and distance travelled, or if a rehearsal is required, this may involve two nights)

**Possible additional costs:**

Special items /materials requested (e.g. for rituals: cords & ribbons, etc.)

If the ceremony takes place on a special holiday e.g. Christmas/New Year/Easter etc or during the evening/ night

**Changes to these Terms:**

We reserve the right to change or modify these Terms at any time where it is necessary in the course of our business to do so, including for legal, regulatory or security reasons. We will notify you of substantial changes to these Terms, but we encourage you to review the Terms when purchasing any services to ensure that you agree to the proposed way in which we will deal with you. If you do not agree to any changes, then please do not use our services. Any changes are effective immediately upon posting to the website. Any changes made after you have placed an order will not affect that order unless we are required to make the change by law.

If you have any questions, concerns, or comments about our Terms, please contact us.

**Mary Richards – Independent Celebrant, Obligations:**

As an Independent Celebrant **I am not authorised to legally marry you or perform a legal civil partnership.** This must be organised separately with the Registration Service if required.

We will accept the information supplied by you and use this to form our documents and service. If this information is incorrect, we will not be held responsible for this or for any losses or damages as a consequence.

**Client Obligations:**

You will ensure that all information provided is true and accurate and complete all questions and forms in as much detail, and as accurately, as possible.

If you intend to have music at your ceremony it is your/the venue’s obligation to provide the necessary equipment and licenses. I do not provide a PA system or microphones.

All permissions must be obtained and signed for and consent is clearly defined before services begin. All special considerations must be notified to us before services can be provided.

**Copyright:** The copyright, design right and all other intellectual property rights in any materials, products, photographs and other documents or items prepared or produced for you by us or on our behalf in connection with the Services shall belong to Mary Richards absolutely and any such materials, products, documents or items shall be or remain our sole property. You shall not, in any event, be entitled to copy any such items or use them for any commercial purpose.

**Liability:** We shall have no liability to you for any loss, damage, costs, expense proceedings or other claims for compensation arising from any information or instructions supplied by you which are incomplete, incorrect or inaccurate.

Neither we nor you shall be liable for any failure to perform our respective duties under this Contract due to circumstances beyond its control, including without limitation, sickness/ill-health, flood, fire or other adverse weather conditions,

To enable us to deal with any complaint that may arise relating to the Services, you must provide full details of any complaint within 7 days of the supply of the relevant services.

**Cancellations:** If for any reason, you need to cancel the ceremony I ask that 50% of the **outstanding** balance be paid if I have already submitted the first draft ceremony PLUS any costs incurred (e.g. accommodation if unable to cancel)

**Postponements:**

* If for any reason the ceremony needs to be moved to another day/time the fee may be carried over to the new date/time **assuming** I am available on that day.
* If I am unavailable on the new date, I will either arrange for another celebrant to carry out your ceremony **if possible,** OR
* If you do not wish for a different celebrant, an administration fee for work already completed on your ceremony will be required as per the cancellation fees above.

**Outdoor Ceremonies:**

All scheduled outdoor ceremonies MUST have a back-up alternative option in the event of poor weather etc. (details of this should be sent to me with your paperwork)

In the unlikely event that I am unable to officiate on the day (due to sudden illness, accident, bereavement etc.) I reserve the right to ask another celebrant to officiate on my behalf. If another celebrant is unavailable 50% of your fee (less the initial deposit of £50 for admin costs) will be refunded. If accommodation and travel arrangements can be cancelled free of charge they will be, otherwise, these will be deducted from the fee before a refund is given.

Terms and Conditions

(**This page to be returned via email with both signatures**- digital signatures accepted)

Full Name Partner 1:

………………………………………………………………………….

Full Name Partner 2

……………………………………………………………………………

Address: ……………………………………………………………………………

…………………………………………………………………………..

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Primary Contact No. (& name):

…………………………………………………………………………...

Ceremony details:

Type of ceremony: …………………………………………….

Date: ………………………………… Time: ……………………

Venue address & contact details

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Venue coordinator:

…….………………………………………………………………………

Wedding planner (if having one) contact details

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Special notes:

It is now the law that you give your explicit permission for your personal information to be held. Please sign below to give your permission for your personal data contained within this booking form, or given during the arrangement of your booking, to be held in line with the privacy policy (GDPR) I have provided you with.

Your details will not be shared with any persons or organisations other than those required in arranging and carrying out your booking.

I would like to ask permission for us (Mary & Mark Richards) to take photos at your ceremony (we will not interfere with your official photographer) so that we may use some of the photos for marketing purposes. These photos will also be available to you for a small fee if you would like them.

**I agree to Mary Richards using images of our ceremony for marketing purposes (please tick)**

You have the right to withdraw your consent by emailing your request to [maryrichards007@hotmail.co.uk](mailto:maryrichards007@hotmail.co.uk)

Your data will not be used for any other purpose or passed on to third parties other than those detailed on this form.

We agree to the terms and conditions as set out in this document. We understand that the ceremony does not include a **legal registration**. We have read and understood the Privacy Policy on the website: www.maryscelebrantceremonies.co.uk/policies-terms

**Both signatures required**

Name: (Print) ………………………………………………………..

Signed: …………………………………………………………………….

Name: (Print) ………………………………………………………..

Signed: …………………………………………………………………….

Date: ………………………………………………………………………..