

Terms and Conditions of Booking



Thank you for trusting me with your special ceremony!

Please read through the following Booking Form, fill in and sign the required fields and return to me via email or post.

Clients' names: _____

Clients' address: _____

Clients' phone numbers: _____

Type of Ceremony: _____

Additional Ceremony Elements: _____

Ceremony date: _____

Ceremony start time: _____

Ceremony location: _____

Any additional information: _____

Emma Morgan, Family Celebrant, agrees:

1. To provide Celebrant services to the Client(s) as agreed at the time of booking.
2. To attend and conduct the Ceremony at the agreed time, date and place.
3. To agree costs in writing and inform Client(s) of any additional costs as necessary.
4. To communicate with the Client(s) in a timely and professional manner.
5. If the Celebrant is unable to conduct the Ceremony for any reason, the parties will be advised as soon as practicable and all reasonable efforts will be made by the Celebrant to arrange for the Ceremony to be completed by another Celebrant.

BOOKING AND PAYMENT TERMS

1. Receipt of your invoice is acknowledgement of a provisional booking only, and is valid for 14 days from the date on the invoice.
2. Your booking is confirmed upon receipt of a 50% non-refundable deposit.
3. The balance is due at least eight weeks before the date of the ceremony.

CONFIDENTIALITY

1. All correspondence and documentation, including Ceremony drafts and examples, must be kept confidential both before and after your event.
2. Such information can only be shared with the Celebrant's express written consent.
3. All written Ceremonies, including drafts, remain the intellectual property of the Celebrant.

CHANGES TO YOUR CEREMONY DATE, VENUE OR TIME

1. The Client(s) agree to notify the Celebrant immediately in writing via email of any change to the time, date or place of the ceremony. The Celebrant reserves the right to terminate the agreement and retain the deposit should she be unable to conduct the ceremony due to the change.
2. The Client(s) acknowledge that if the ceremony is to be changed to an alternative venue due to inclement weather, then the Celebrant will be telephoned at least three hours prior to the Ceremony start time.
3. The Client(s) acknowledge that a notice of cancellation of the Ceremony must be given to the celebrant in writing, via email, and the Celebrant reserves the right to retain the deposit.
4. The Client(s) acknowledge that if the ceremony is delayed through no fault of the Celebrant which results in the Celebrant waiting more than 45 mins after the agreed start time, an extra charge of £75 for every hour or part thereof will be invoiced.

LIABILITY

1. The Celebrant will not incur any liability for arriving to the Ceremony later than the agreed start time or not attending due to reasons beyond the Celebrant's control, including delays due to fire, flood, traffic accidents, mechanical break down, actions of government/ civil authorities, natural disasters, pandemics and any other acts of God or Mother Nature.
2. The Client(s) undertake to provide the Celebrant with accurate information and acknowledge that a penalty may be imposed for making a false declaration.

3. The Client(s) acknowledge that the Celebrant will not conduct the ceremony at a location which, in the Celebrant's opinion, is dangerous or would place any person attending the ceremony at risk of harm or injury.

CANCELLATION POLICY

If the Client(s) cancel the Ceremony, they will be liable for fees as follows:

1. Within 3 months of Ceremony date – 60% of total cost
2. Within 2 months of Ceremony date – 80% of total cost
3. Within 1 month of Ceremony date – 100% of total cost

In addition, the Client(s) agree to pay the total cost of any additional expenses incurred by the Celebrant.

PHOTOGRAPHY & VIDEOGRAPHY

The Client(s) give the Celebrant permission to use photos and testimonials in marketing online and in print.

CLIENT CONTRACT OF AGREEMENT WITH EMMA MORGAN FAMILY CELEBRANT

We _____

agree with the terms and conditions as listed above. We confirm that all details including venue, date and times are correct.

Clients' Signatures: _____

Date: _____