

The celebrant, Ceremonies by Sacha, will keep the agreed date and time available for your ceremony in accordance with the following:

ITEM 1: *Payment terms*

A non-refundable confirmation of the package fee/deposit 25% of package fee payable 5 working days after accepting your quote and returning the signed booking form. This fee includes the preparation and lodgement of your Notice of Intended Marriage and is not refundable.

A second payment equal to 25% of the total booking fee is required prior to the wedding ceremony. The due date of this payment is calculated based on the time between the booking date and the ceremony date, as follows:

- For ceremonies booked more than 12 weeks in advance, the second payment is due 8 weeks prior to the ceremony date.
- For ceremonies booked between 6 and 12 weeks in advance, the second payment is due 4 weeks prior to the ceremony date.
- For ceremonies booked less than 6 weeks in advance, the second payment is due within 7 days of booking and payment of the deposit.

All payment due dates will be confirmed at the time of booking.

The balance of your account is 50% package fee, due and payable 2 weeks (14 days) prior to the ceremony date. In the event of cancellation of the ceremony 7 days prior to the ceremony date, 25% of the balance fee will be refunded. In the event of cancellation of the ceremony less than 7 days prior to the ceremony date the balance fee is non-refundable.

Surcharge applies for Public Holidays/Xmas Eve/NYE. *Please note prices are PLUS GST.

ITEM 2: *Delays & In The Event Of An Emergency or Illness*

If the ceremony is delayed more than thirty (30) minutes beyond the agreed starting time, the celebrant reserves the right to proceed to her next commitment. Any delay in excess of thirty (30) minutes beyond the agreed starting time may be subject to an

additional surcharge of \$100 plus GST per hour. This will be payable to the celebrant prior to the commencement of the ceremony, and will be levied at the celebrants discretion. Completion of services following more than 30 minute delay will be at the discretion of the celebrant, and in agreement with the client.

In the unlikely event of illness Sacha will arrange an alternative celebrant to step in on the day. Your script and details will be provided in full to the substitute celebrant so your ceremony is as planned. As a member of The Australian Federation of Civil Celebrants, a professional association of registered celebrants, Sacha has access to an extensive network of emergency replacement celebrants should this be required.

In the unlikely event of illness, accident or natural disaster that requires you to reschedule the ceremony, Sacha will work with you to secure a mutually agreeable date to reschedule to. If a mutually agreeable date is not feasible she will work with you to find an alternative celebrant from her network to step in on the rescheduled date as per point 5 above.

ITEM 3: *Third Party Vendors (Supply Of Package Inclusions)*

If you have booked an inclusive package and your package includes a photographer, hair and make up artist or other third party vendor please note that there will be a separate service contract sent to you directly by the nominated vendor. No additional payment is required unless additional services are booked beyond the inclusions outlined in the package. Any additional services are bookable and payable direct to the third party vendor.

Fulfillment of package inclusions is the responsibility of each specific vendor as outlined in the package inclusions and each vendors contract. Each vendor is required by Ceremonies by Sacha to have a provision for emergency and illness which must be disclosed to you during the introduction and contracting stages by the vendor, as well as insurance. Ceremonies by Sacha accepts no liability or responsibility for third party vendor supply, fulfillment quality or failure of the same.

ITEM 4: *Accuracy of Information*

Accuracy of the information recorded on all relevant paperwork is your legal responsibility. Please check all details, including spelling prior to approving paperwork. The cost of any reprinting after the marriage is registered is at your own cost.

CONFIRMATION & AGREEMENT:

We have read and understood the above terms and agree to be bound by them. We agree that the above ceremony details are correct. Should any of the above details change, we will notify the celebrant in writing immediately.

Please note:

- Travel fee is applicable for venues 50 km or more from my Parkwood travel radius. For more information please contact Sacha.
- Where travel is more than 2 hours each way from Parkwood overnight accommodation may be required and charged in addition to the ceremony fee. Nightly rate will be pre-agreed prior to booking.
- For theme weddings costume hire fee will be applicable, and agreed in advance.