

Wedding Officiant Agreement

This agreement is between Reverend Dominic A Bartholomew, herein called Rev. Bartholomew and _____
and _____, herein called the couple.

Date of Ceremony: _____ Time of Ceremony: _____

Location of Ceremony: _____
(Please include the name and complete address)

Will you require my presence for a rehearsal on a different date than you ceremony? Yes No

If yes, date/time/location: _____

Bride: _____

Groom: _____

Current: Street Address (include Apt. # if applicable)

Current: Street Address (include Apt. # if applicable)

current: City, State, Zip

current: City, State, Zip

Home Ph: _____

Home Ph: _____

Work Ph: _____

Work Ph: _____

Cell: _____

Cell: _____

Email: _____

Email: _____

Church Affiliation: _____

Church Affiliation: _____

Address after Wedding:

after wedding: Street Address (including Apt. # if applicable)

after wedding: City, State, Zip

*Your information is kept confidential

Type of Ceremony: Traditional Christian Contemporary Christian Renewal of Vows Exchange of Vows & Rings

Additional Ceremonies: Unity Candle Communion Other: _____

Vows: Write Your Own Use Officiants Standard Vows

Will someone walk the bride down the aisle? Yes No / If yes, who: _____

Will there be someone who will be there in spirit only that you would like to mention? Yes No

Wedding Agreement Continued

If yes, who: _____

General Policies

The couple understands that they are hiring the services of Rev. Bartholomew, an independent Christian minister authorized to perform the rite of marriage. Rev. Bartholomew only performs marriages between one man and one woman in accordance with Biblical standards. As such it is advised that a pre-cana course be taken either with Rev. Bartholomew or elsewhere.

Types of Ceremonies:

- Simple Ceremony – a short 5 – 10 minute ceremony where the bride and groom exchange wedding vows and possibly rings. One meeting to set up wedding.
- Ceremony – a wedding ceremony is approximately 25 – 30 minutes in length, which will consist of a processional, bridal party, exchange of vows, exchange of rings, other ceremonies within the ceremony, such as communion, unit candle, etc, and recessional. Two meetings for wedding.
- Rehearsal & Ceremony – the rehearsal would be conducted the night before or a few days before the actual wedding ceremony. The purpose of a rehearsal is to work out any details and give instructions for how the ceremony will be conducted. Two meetings for wedding.

Rates / Payment of Services:

Please check the services needed below:

- Simple Ceremony - \$100
- Ceremony only - \$250
- Rehearsal & Ceremony - \$275

The couple is required to pay half (½) of the agreed upon amount \$_____ at the time of booking, as a **non-refundable** retainer for my services and to reserve your wedding date. The remaining balance can be paid at any time, and in any amount. A monthly invoice will be sent showing the last payment received and the account balance remaining. The balance must be paid in full no later than **15 calendar days** prior to your wedding date. Upon signature and receipt of deposit, Rev. Bartholomew will reserve the time and date agreed upon, by signing the completed contract. Rev. Bartholomew will maintain the original copy of this contract and the couple will receive a copy for their files.

Should these rates create a hardship for the couple, please contact me. We can discuss a rate that would be more budget friendly. Once we have developed a rate that is suitable to meet your needs, a signed agreement will then be completed. It is my prayer that your wedding day is special and remembered. Again, please discuss any issues or hardships you may be facing with this amount. We offer the hardship option on good faith and trust that all parties are truthful in their request.

Payment Terms:

Only check, cash, or money order will be accepted. Please make all checks payable to Rev. Dominic Bartholomew. The couple understands that if their account is not paid in full prior to the wedding date, Rev. Bartholomew will not attend or perform our wedding.

Returned Check Fee:

The couple will be responsible for all expenses incurred by Rev. Bartholomew as a result of a returned check fee including all bank fees. The current returned check fee is \$30.00.

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Refusal of Service:

Rev. Bartholomew reserves the right to refuse any service that he is not comfortable performing.

Emergencies:

The couple fully understands and agrees that Rev. Bartholomew shall not be responsible or held liable in the event that Rev. Bartholomew is prohibited from performing the couples 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 no arrival on the day of the ceremony. Rev. Bartholomew will make every effort to provide for a substitute officiant who can perform a ceremony if time and resources permit.

Rev. Bartholomew will also try to accommodate the couple should they have to change their wedding date for the above reasons.

Marriage License:

The couple understands they must provide a valid MA marriage license and shall provide such marriage license to Rev. Bartholomew to review prior to the ceremony. Rev. Bartholomew can not and will not perform any ceremony without the valid marriage license.

Changes to this agreement:

This agreement is valid for the ceremony for the place, date, and time above, and any changes must be agreed to ahead of time by Rev. Bartholomew.

Scheduled Time of Ceremony:

You must start your ceremony within 15 minutes of the scheduled start time. We may have other weddings scheduled that day. If your wedding starts late and conflicts with our schedule to perform other ceremonies we may not be able to perform your wedding. Please refer to the emergencies, cancellations, or postponements if that situation should apply.

Cancellation / Refund Policy:

This contract locks Rev. Bartholomew to the couples date and time of ceremony; thus, blocking Rev. Bartholomew from booking another couple for the same date and time. For this purpose; if for any reason the couple decides not to use Rev. Bartholomew the couple must inform Rev. Bartholomew in writing prior to the date of ceremony to release the couple from the contract.

In the event of cancellation, the couple understands that the one-half amount that was paid as a retainer is non-refundable. _____ (please initial). However, if Rev. Bartholomew cancels the wedding, the couple will receive a 100% refund on all payments, unless he can provide a suitable substitute minister to officiate the wedding. *The fair principle being that whoever cancels loses the deposit.* For cancellations within 14 days of the wedding date, there is no refund, and 100% of this contract will become due to Rev. Bartholomew.

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Postponement:

As situations occur it may be necessary for the couple to postpone their wedding for a later date. The couple must inform Rev. Bartholomew in writing as soon as the postponement is realized. Rev. Bartholomew will make every effort to book another date for the couple.

Outdoor Ceremonies:

If the ceremony is scheduled as an outdoor event and weather conditions pose difficulty to have a ceremony outdoors it is the responsibility of the couple to find an alternative location for the ceremony.

Photographs:

Rev. Bartholomew gives the couple permission to use his likeness in any photographs, videos or other recording media in any manner for any purpose they wish. The couple also give permission to Rev. Bartholomew to use their likeness in any photographs, videos, or other recording media in any manner for any purpose he wishes.

Are there other agreements not stated above? Yes No

If yes, please state here: _____

Please mail your completed agreement along with the retainer to:

Rev. Dominic A Bartholomew
48 Pickering Street
Danvers,MA,01923

Please do not send cash in the mail.

If you have any questions, comments, or concerns, please contact me. My phone number is 857-364-1059 or e-mail pastor-dom@hotmail.com

This agreement and any attachments constitute the entire agreement between the parties and may not be modified except in writing signed by all parties. No other representation or promises have been made except those that are set out in this agreement. If any part of this agreement is adjudged to be invalid, illegal, or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.

I hereby affix my signature in agreement to the terms of this contract:

Signature of Bride: _____ Date: _____

Signature of Groom: _____ Date: _____

Wedding Agreement Continued

I hereby affix my signature in agreement to the terms of this contract and have officially reserved the date and times specified above:

Signature: _____ Date: _____

Rev. Dominic A Bartholomew

For Office Use Only:

Date received: _____ / Wedding Booked: Yes No / Confirmation Sent: Yes No / Date: _____

Account Payment History

Retainer Received On: _____ Amount Paid: _____

Payment/Date: _____ Balance Due: _____

Payment/Date: _____ Balance Due: _____