**WEDDING OFFICIANT CONTRACT**

This is an Agreement, made between Susanne Fornasier (Simply Say Yes !) (“Officiant”) and the Couple (as defined below), for the purpose of retaining an Officiant to perform a marriage, wedding ceremony, and/or legal witness services on the Couple’s behalf.

**COUPLE INFORMATION**

**Name:** ☐ Bride ☐ Groom **Name:** ☐ Bride ☐ Groom

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number: Phone Number:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email: Email:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address: Address:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about Susanne Fornasier (Simply Say Yes !)?

☐ The Knot ☐ Wedding Wire ☐ Google ☐ Other

Permission for Susanne Fornasier (Simply Say Yes !) to use your image for her Website, The Knot, etc.?

☐ Yes ☐ No

**EVENT INFORMATION**

**Event Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Start Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WEDDING SERVICE PACKAGES**

☐ **No Fuss, No Muss (no ceremony)** **Price: $200** *My Specialty*

Includes:

* Introductory phone call,
* Customized wedding speech,
* Signing of the marriage license.

☐ **Petite-Weddings, Elopements, Vow Renewals** (max. 50 people) **Price: $275** *The Little Gathering*

Includes:

* Introductory phone call,
* Two (2) in-person ceremony planning sessions,
* Customized wedding ceremony,
* Assistance with writing vows,
* Signing of the marriage license.

☐ **The Big Deal** **Price: $350** *Party Hearty*

Includes:

* Introductory phone call,
* Three (3) in-person ceremony planning sessions,
* Customized wedding ceremony,
* Assistance with writing vows,
* Signing of the marriage license.

**CUSTOMIZED ADD-ONS & ADDITIONAL FEES**

☐ **Event Rehearsal:**

Lead a rehearsal at least one day before the event. **$100**

☐ **Travel:**

There is no charge for locations within a 10-mile radius of Montclair.
Beyond that distance, there will be a charge of $1 per mile. **$1/mile**

☐ **Preferred Holidays:**

Additional fee for the wedding event on New Year’s Eve/Day, Labor Day, Halloween,
Thanksgiving, or Christmas) **$100**

☐ **Delay Fees:**

Additional fee occurs when the ceremony starts at least 1 hour after the invitation start time. **$25/half hour**

☐ **Paperwork:**

Sending signed documents to your town clerk via certified mail (incl. Tracking). **$100**

**Cost Breakdown:**

Service Package: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Services (combined): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Travel Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost for Services: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT**

☐ Venmo ☐ Cash ☐ Credit/Debit Card ☐ Check ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS & CONDITIONS**

**Contract:**

To reserve Simply Say Yes! services, it is necessary to have a contract signed. The event date and chosen packages will be officially confirmed and reserved upon receipt of the contract and deposit. Contracts can be submitted digitally or in person. Any selections made can be modified up until 7 days prior to the event.

**Deposit:**

Upon signing this agreement, the Couple commits to making a deposit equivalent to 50% of the total cost. This deposit will be applied towards the overall amount owed and serves as a reservation for the Officiant's services on the specified wedding date. Please note that the deposit is generally non-refundable, with a few exceptions (refer to the Cancellation policies for further details).

**IMPORTANT**

For the No Fuss, No Muss (no ceremony) service the package price has to be paid in full in advance.

**Remaining Balance:**

The Couple agrees to pay the remaining 50% balance for all services by \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ (one week before your wedding date).

**CANCELLATION & CHANGE POLICY**

**If the couple cancels or request a date/time/location change**

If a Couple cancels their scheduled ceremony at least 7 days in advance, they are not obligated to pay the remaining balance for the services. In the event that the balance has already been settled, it will be refunded. Changes to the wedding date, ceremony start time, or location can only be accommodated based on the availability of the Officiant. If rescheduling the ceremony is not feasible, the cancellation guidelines will be enforced. Normally, deposits are non-refundable, except in extraordinary circumstances such as severe weather conditions (see details below) or if either party to the marriage requires hospitalization due to a severe illness or injury that prevents the ceremony from taking place.

**If Simply Say Yes ! cancels**

In the event that the Officiant is unable to officiate the Couple's ceremony due to illness, a family emergency, or any other unexpected situation, a designated Backup Officiant will be arranged as a suitable replacement. The Backup Officiant will be granted complete access to all ceremony planning materials, including any customized ceremony scripts if applicable, and will fulfill the duties of the Officiant as outlined previously. However, if the Couple decides to hire an alternative replacement officiant independently, they will be provided with complete access to all custom ceremony materials for their use.

**If Mother Nature cancels**

If ceremonies need to be canceled due to severe weather conditions or hazardous circumstances that impact the venue and its vicinity, such as tornadoes, hurricanes, flooding, fire, or extreme temperatures, including excessive heat or cold, a full refund (including the deposit) will be provided.

**IMPORTANT**

**Marriage License:**

The couples acknowledge that it is their responsibility to obtain a valid marriage license from the state where the wedding ceremony will occur, and the license must be present at the ceremony venue. It is essential to understand that without these legal documents, the wedding officiant is not permitted to legally officiate the ceremony and holds no obligation to do so. At the discretion of the officiant, they may perform a symbolic ceremony that does not hold legal validity. Once the necessary legal documents are provided, the officiant may conduct a separate private ceremony for the couple, subject to an additional fee to be discussed with the Officiant.

**SIGNATURES**

Please sign and date below.

By signing this contract, we have read and understand the terms and conditions outlined above.

**THE OFFICIANT**

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**MARRIER #1**

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**MARRIER #2**

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_