For This Joyous Occasion Officiating Services LLC

Andrea Purtell, Wedding Officiant

15 Adamston Drive Brick, NJ

848-333-9948

thisjoyous@gmail.com

<http://www.forthisjoyousoccasion.com>

To secure my service you can schedule an in-person, Skype or FaceTime meeting, or if you prefer to secure my services through mail, please print this service agreement, fill it out and mail to me with your deposit of $100. Your deposit then applies to your balance. You can also choose to scan and email this service agreement to me using the credit card form provided. Once I receive it I will send you an email confirmation, sign my part, and mail you a copy for your records.

**Basic Information :**

TYPE OF CEREMONY Circle: Wedding/ Vow Renewal

WEDDING DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEDDING LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: Date and Time MUST be accurate. Day of week: S M T W TH F S

**Start** Time of Ceremony: \_\_\_\_\_\_\_\_\_\_\_\_\_ AM PM (Note: this would be the time your ceremony will begin, do not confuse it with the time you have asked guests to arrive or would like me to arrive. I always arrive at least a half hour prior to your start time)

**End** Time of Ceremony- This will be 30 min after start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM PM

\*If outdoors, back-up location in case of inclement weather \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If we use your back-up location, will ceremony start time be the same? If different what will it be\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tell me how you heard about me: Google, Wedding Wire, The Knot, EnGayged, Venue Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride’s/Groom’s; full legal name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE:\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP:\_\_\_\_\_\_\_\_

Bride’s/Groom’s, full legal name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP:\_\_\_\_\_\_\_\_

Place of Ceremony (full name of venue, address, and phone#)

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

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

NAME & PHONE # ALTERNATE CONTACT FOR EMERGENCY: (mother/ wedding attendant, etc.)

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

Ceremony Package, circle one: (If you are unsure which package applies to you, please read descriptions on my website [www.forthisjoyousoccasion.com](http://www.forthisjoyousoccasion.com))

My custom package - **$520** (If custom please include rehearsal date, time & if the location is different than the ceremony location):

**Rehearsal date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

My standard package - **$395**

My seaside package - **$395 Back up Location in case of Inclement weather \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

My Lakeside/park package - **$375** (Applies to Spring Lake Park only, all other locations would be my standard package) \* **Back up Location in case of Inclement weather \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Warm Winter Package **$325** (Applies to Spring Lake Park or beach gazebo December-March) **Back up Location in case of Inclement weather \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Couple must provide any special materials needed for add on ceremony (such as vases, sand, candles, roses, wine, etc.)

**\*** **If your wedding ceremony is outdoors you are responsible to have a backup location in case of inclement weather. I do not provide a back-up location. Depending on distance travel fees may apply. Name and address of back up location:**

**Back up location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any additional fees apply?**

**Mileage**: Packages include 40-mile round trip travel from Brick NJ. Mileage beyond that is calculated at the rate of 1.50 per mile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Holiday Rate** (Add $100 for ceremonies on holiday) +\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any discounts or specials** (Vow renewal etc.) - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total cost** of ceremony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Retainer to hold date $100.00. \***Be advised that the retainer fee is non-refundable**\*

(Returned checks will need to cover my bank fee, and will result in money order, certified check, or cash payment prior to ceremony.) Balance of is due two weeks before ceremony.

Which ceremony would you like? (If you know at this time, if not I will work with you to create the ceremony you desire. I typically like to have your ceremony competed 2 weeks prior to your ceremony date)

Choices are: **Using Build a Ceremony/ Traditional wording / Religious Christian Ceremony/ Seaside Themed/ Non-Religious /Spiritual**

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

\*\*see my pre- written ceremonies on my website, as well as my Build a Ceremony Menu.

Are there any special requests? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTRACT**

This agreement, made between **For This Joyous Occasion Officiating Services LLC.,** {Known in this contract as the Officiant} and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ {known in this contract as the Couple} Is for the purpose of retaining the Officiant to perform a wedding or vow renewal ceremony on the couple’s behalf.

The Officiant warrants that she is a professional Officiant, recognized as a legally ordained minister, fully qualified to officiate wedding ceremonies and solemnize the rites of all marriages in all jurisdictions of New Jersey.

1. Officiant agrees to provide ceremony services to above named couple on \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ at location and time specified on first page.

2. The total agreed upon fee for this service is: $\_\_\_\_\_\_\_\_ include travel and rehearsal fees if applicable

3. **A retainer of $ 100.00 is due to the Officiant upon the signing of this agreement to hold the above date and time for the couple. The retainer is non-refundable.** Make check payable to Andrea Purtell or For This Joyous Occasion, whatever is best for your records. I also accept credit cards. You can call me with your card information, or fill out Credit Card info below:

Card number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Expiration Date\_\_\_\_\_\_\_\_\_\_\_, CVV/security number on back of card \_\_\_\_\_\_\_ Name on Card\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip code associated with Card\_\_\_\_\_\_\_\_\_\_ Cell number if you would like to receive text message of receipt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. The balance of $\_\_\_\_\_\_\_ will be due\_\_\_\_\_\_\_\_ two weeks prior to the ceremony date. Failure to pay the above stated compensation in full when due, will release the Officiant from furnishing any services to the Couple under this agreement

5. This contract will lock the Officiant to the couple's date and time of ceremony preventing the Officiant from booking another couple at the same time. For this purpose, **if for any reason a decision is made not to use the services of the Officiant with less than 14 days before the ceremony date monies paid are non-refundable.**

6. Officiant agrees to be available for the couple to provide support and guidance during the prep and planning stages, (if not in person then by email or phone); until the conclusion of the actual ceremony is performed. Likewise, the couple agrees to be available to the Officiant for whatever purpose deemed necessary for the completion of the written ceremony. \* All ceremony wording must be finalized 1 week prior to your wedding, any changes made after this will not reflect in your keepsake booklet.

7. Officiant agrees to perform the ceremony in a professional and respectful manner, in accordance to the ceremony plan chosen by the Couple.

8. The Couple fully understands and agrees that The Officiant shall not be responsible or held liable in the event The Officiant is prohibited from performing The Couple’s 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 non-arrival on the day of the ceremony.  The Officiant will make every attempt to notify The Couple and to provide a substitute Officiant who can perform a ceremony if time and resources permit.  In any event, The Officiant, her agents and assigns or any person affiliated with For This Joyous Occasion Officiating Services shall NOT be held liable for any compensation or any damages (including punitive) due to non-performance of any ceremony/function resulting from such incapacitations, non-arrival, errors and/or omissions of any type.

9. If the couple wishes to cancel the services of the Officiant for any reason, it must be done in writing. Email correspondence to this effect between Officiant and couple will suffice.

10. This contract, once signed, is considered by all within to be legal and binding in accordance to the conditions set forth herein, and all shall abide by the agreed upon terms.

11. The Couple understands and recognizes that the Officiant performs other wedding ceremonies for other couples and that any change of date, time or location, without first notifying the Officiant, may create a serious conflict with the Officiant's schedule that may prevent the Officiant from performing your ceremony.

**If the time is changed without agreement of the Officiant, or any excessive lateness (30 minutes from the start time or more) and it causes a conflict in scheduling for the Officiant, the couple also understands that the Officiant has the right to leave without performing the ceremony and without refunding the couple in order to fulfill other contractual obligations.**

12. The couple understands that it is their responsibility to properly obtain a marriage license according to New Jersey State laws, and that the **Officiant must abide by these laws.** It is the couple’s responsibility to make sure they have the correct license for the town they are getting married in. \*Please note If you are not a residence of NJ last minute venue changes could affect the validity of your marriage license. It is the couple’s responsibility to know these laws.

13. The couple understands that in order for the Officiant to perform the ceremony the license and payment must be given to her before the ceremony. **The ceremony will not take place without the proper paperwork** and payment in full. \*\*\*This is very important. New Jersey State law requires that I have your Marriage License in hand in order to pronounce you married

**14. Late fee: This is important especially for beach and park weddings.**

**I allow a 30 min. window for expected start time, however if the ceremony is delayed more than 30 min, I reserve the right to charge a late fee of $100 per hour (prorated to the nearest quarter). For example, if your start time is 11:30 am. It would be considered late if we did not start by 12:00 pm. If the time is changed without agreement of the Officiant, or any excessive lateness (30 minutes from the start time or more) and it causes a conflict in scheduling for the Officiant, the couple also understands that the Officiant has the right to leave without performing the ceremony and without refunding the couple in order to fulfill other contractual obligations.**

**Please both initial here confirming you have read and understand the above late fee & change of ceremony time without the agreement Officiant \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

15. **Inclement weather. Please read this is important:** **With outdoor ceremonies, it is the couple’s responsibility to have backup location in case of inclement weather. For out of state couples, It is the couple’s responsibility to make sure their marriage license is also valid for their backup location.** If you decide to change the date, rather than location, due to bad weather, I will make every effort to accommodate you, but cannot guarantee that I am available for your first choice of alternate date.

Officiant cannot be held responsible should there be extreme weather conditions making it impossible to travel to your ceremony such as a blizzard, ice storm or hurricane.

Officiant will not perform a ceremony outdoors during dangerous and extreme weather conditions such as, flash flooding, blizzards, or lightning storms**. If there is a possibility of rain I cannot use my Amplifier/Microphone system and may not be able to set up my beach decorations as they will be ruined.**

16. The Couple gives permission and shall allow the Officiant to use photographs of them with or without the Officiant for promotional purposes and they do not expect to receive compensation of any kind. There shall be no expiration for this permission.

17. The couple understands that if they have chosen to hold their ceremony at a location that requires a permit (for example some parks, beaches, gazebos etc...) it is their responsibility to obtain the proper permit and abide by the rules set forth in that permit.

18. It is the couple’s responsibility to know and comply with all laws governing their ceremony location.

The Officiant will not be held responsible should the couple or their guests refuse to comply with the laws of any location, such as –but not limited to; public beaches, parks, gazebos, piers, etc... The Officiant has the right to leave without performing the ceremony and without refunding the couple if laws are not being followed. (An example would be a ceremony held on the beach or at a park that does not allow alcohol or fireworks, yet the couple has decided to ignore these laws).

I have read the above contract and agree with the terms and conditions.

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

 {1st Party Signature}                           Date

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

 {2nd Party Signature}                           Date

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

{Officiant Signature} Date

Please both initial here: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ if my assistant may take a few photos to include on my website or other promotional purposes.

Depending on the venue (outdoors/indoors, time of year etc.) I typically wear a black robe or neutral color business suit or dress with a white non-denominational stole. Please let me know if this conflicts with your wishes.