



Olivia Mulvany Celebrancy

TRUTH & LOVE

**Olivia Mulvany Celebrancy**

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**Client Booking Form / Statement of Fees & Refund Policy  
& Agreement of Services**

Date.....

Bride's / Partner Name.....

Address.....

City/Suburb.....

State..... Post Code.....

Phone ..... Email.....

Groom's / Partner Name.....

Address.....

City/Suburb.....

State..... Post Code.....

Phone ..... Email.....

Date of Ceremony.....

Time of Ceremony.....

Location of Ceremony.....

Distance from Melbourne CBD.....

Booking Fee to be paid: 50% Deposit: \$

Balance of Fees: \$

Total: \$

NB: GST N/A

## Terms & Conditions

- ❖ In the event that you would like to book your ceremony with me, I express my gratitude and appreciation for the opportunity in creating a very important part of your day, “The Ceremony”.
- ❖ To secure your booking within the first 7 days of our first meeting, I will require a completion of the booking form and a 50% non-refundable deposit of the base-booking fee. The balance of payment to be paid no later than two weeks prior to the wedding day unless prior arrangements have been made. In the event that the booking form and deposit is not paid, the 7-day lapse period takes effect.
- ❖ Any personal information collected, handled, stored or disclosed about you shall be managed in accordance with the Information Privacy Act 2000.
- ❖ Should you cancel the booking two weeks or less prior to the wedding date, full payment will still be required. A full refund will only be issued should the booking be cancelled by or at the discretion of **Olivia Mulvany Celebrancy**
- ❖ Should the couple cancel the ceremony for reasons beyond their control (such as Venue has been destroyed) the celebrant may reimburse funds paid by the couple except the deposit, however if the celebrant is unable to perform the ceremony then 100% of the funds will be refunded.
- ❖ Should the identity documents have not been sighted and all legal documents signed within the legally required time (Declaration of No Legal Impediment + Notice of Intention to Marry), then the ceremony cannot be performed. Identity documents indicate evidence of date and place of birth. Evidence will also be required where previous marriages have ended as a result of divorce or death.
- ❖ Should the bride / groom / partner arrive under the influence of drugs or alcohol, they understand that the ceremony cannot be performed. Under the Marriage Act 1961, a person who is incapable of comprehending the effect and nature of the ceremony, they are deemed not able to give “Real Consent”, if this should happen it is at my discretion if the ceremony can proceed. Your discretion on the day would be appreciated.
- ❖ If due to unforeseen circumstances, there are changes to the specific time and location, it is imperative that we contact our celebrant prior to making any changes as to avoid any difficulties in attending the ceremony at the agreed time. Public Holidays subject to availability.
- ❖ On receiving your booking form and non-refundable 50% deposit, a receipt will be issued confirming your booking.
- ❖ Cheque is acceptable (by mail) but direct funds transfer is preferred, details on Invoice.
- ❖ A Notice of Intention to Marry is active for 18 months, so the deposit will be held over the new date. The couple (s) will be responsible for all other costs as a result of the postponement including the ceremony venue. A renewed statement of fees may be generated to incorporate any additional/new costs for the new proposed date/time.
- ❖ Travel Costs: Additional travel costs can be quoted once venue is confirmed and will be based on current ATO travel rates. Up to 100KM return travel is included in the base rate, additional travel charged at .66c per kilometer. 8hrs trip returns are subject to possible additional costs should overnight accommodation be required Interstate travel, Airfares & Accommodation charged extra as required, all additional costs to be paid prior to the wedding day.
- ❖ Fees Policies: Prices are subject to change without notice. Scheduled fees are provided for approval and signatures of parties will secure prices. In event that a ceremony is cancelled or postponed the statement of fees may become invalid.

**Table of Service Provided**

The base fee includes 10-12hrs of contact via phone / email to develop and design your wedding ceremony, the following is a list of those services included:

ITEM	SERVICE	COST	FEE PAYABLE
1.	<b>Wedding Booking Fee</b> (Incl deposit & Lodgment of Notice of Intention to Marry) <b>Wedding Styles Fee</b> (Ritual) (Registry) (Personalised) (Customs)	POA POA	
2.	Fees subject to change if Public Holidays / Long weekends including but not limited to New Year's Day, Easter Holidays (Friday to Monday inclusive) & is subject to my availability		
3.	<ul style="list-style-type: none"> <li>▪ Initial no-obligation meeting</li> <li>▪ Your Interview (2) Initial &amp; final for revision of ceremony</li> <li>▪ 1 x Wedding Rehearsal (location TBC)</li> <li>▪ Assistance with completion of NOIM in required timeframe</li> <li>▪ Lodgment of Legal forms to Births Deaths &amp; Marriages</li> <li>▪ Assistance with completion of DLIM in required timeframe</li> <li>▪ Wedding Resource Kit (poems, rituals, ceremonies etc.)</li> <li>▪ Unlimited phone &amp; email support (within reason)</li> <li>▪ Conducting your ceremony; arrival at venue no later than agreed time with parties</li> <li>▪ PA system &amp; MP3 players (Client provides own music)</li> <li>▪ Official &amp; Commemorative Wedding Certificate</li> <li>▪ Table + 2 x Chairs (For signing of documents on the day)</li> </ul>		

**\*NB: Please direct debit account as indicated on the Invoice**

We acknowledge and agree to the fees and policy conditions relating to our wedding ceremony and agree to make full payment as per time period stipulated. If for some reason, changes occur, we agree to contact our celebrant as soon as possible to negotiate a new statement of fees.

Signature of Bride / Partner

Signature of Groom / Partner

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Please Print Name)

Signature of Celebrant

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

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Olivia Mulvany Celebrancy

ABN 55 618 281 421

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