

# White Feather Celebrations

## TERMS AND CONDITIONS

A celebrant is bound by The Marriage Act 1961 and all legal requirements that are associated with this. If these legal requirements are not met, then legally the celebrant cannot marry you. The Attorney General's office will assist the celebrant to uphold the legal rights of The Marriage Act 1961.

### **OFFICIAL DOCUMENTS**

All documents must be originals, and in English.

### **BOOKING FEE**

The celebrant reserves the right to charge a non refundable booking fee for their services. This must be paid at least thirty (30) days before the ceremony is to take place in order for the couple to secure the date they would like.

### **ADMINISTRATION FEE**

The administration fee is non refundable. This also must be paid at least thirty (30) days before the ceremony is to take place in order for the couple to secure the date they would like.

Included in administration fee -

- Initial Meeting
- Certificate Writing and Sighting of Documents
- Ceremony writing and all amendments

### **CEREMONY FEE**

This fee is in regards to performing the ceremony. This must be paid no later than thirty (30) days before the ceremony is to take place. If the invoice is not paid within thirty (30) days before the ceremony, the celebrant reserves the right to postpone the ceremony until the invoice is paid in full. This also includes coming to and from the ceremony and use of equipment.

### **BANK DETAILS**

**Bank:** Westpac

**Name:** White Feather Celebrations

**BSB:** 034-058

**Account:** 410972

### **DATE, TIME AND LOCATION OF CEREMONY**

If the date, time or location of the ceremony changes at any time other than what has been agreed upon, the celebrant reserves the right to charge an extra fee to accommodate the change. For every block of 30 minutes, a \$50 fee will be charged. If the ceremony is over one (1) hour late, the celebrant reserves the right to make her way to the next commitment and return later to complete the ceremony for an additional fee. Should the celebrant not be available at the new date or time, the celebrant reserves the right to refund the ceremony fee only. If the change is less than fourteen (14) days, no refunds will be provided unless under extenuating circumstances.

### **INCLIMATE WEATHER**

The celebrant reserves the right to move the ceremony to a more suitable location, or to postpone the event to another time or date if it is deemed to be unsafe. The celebrant also reserves the right to not use any of their equipment, in case of damage.

### **OUTSTANDING BALANCE**

All outstanding balances will be paid no less than thirty (30) days before the ceremony is to be conducted. If the full invoice is not paid, the celebrant reserves the right to not perform the ceremony. Once payment is finalised, the celebrant will provide the couple with a receipt.

### **REFUNDS**

The Booking Fee and the Administration Fee are not refundable. It is up to the celebrant to deem whether a refund is necessary. If event circumstances change less than fourteen (14) days before the ceremony, it is at the discretion of the celebrant as to whether the refund will be applied.

### **COPYRIGHT**

Any copyrighted items that are provided to you by the celebrant are usually covered under copyright laws. Please check with the celebrant before distributing or copying anything the celebrant has provided.

### **ILLNESS/UNABLE TO OFFICIATE**

If the celebrant becomes ill, or if unable to officiate the ceremony for any reason, it is the celebrant's responsibility to find a replacement as soon as possible. All tasks and forms will be completed with an alternate celebrant before your selected day, and the celebrant will make contact with you, the client to advise of the situation and how to proceed. If the celebrant is rendered incapacitated, or is killed, please note that another celebrant will be contacted and will therefore contact the client or their representative to advise of the situation.

### **VENUE RISK ASSESSMENT:**

All venues will undergo a risk assessment by the celebrant both before the ceremony and on the day. This may include:

- **FIRE SAFETY** - Checking of fire exits, making sure all fire alarms are in working order and advising all guests of the evacuation plan.
- **STRUCTURES** - Speaking with the event co-ordinator or company who is setting up structures to make sure they are safe and to see what their bump in/out includes. Eg: on a windy day that structures are tethered correctly.

- **CONTINGENCY PLAN** - Before the ceremony, a contingency plan will have been organised with both the client and the venue in case of bad weather and other unforeseen circumstances.
- **INCIDENT REPORTING** - If an incident happens at a ceremony, it is the responsibility of the celebrant to make sure the injured person is injured and if more assistance is required, the celebrant will call the appropriate emergency service/s.
- **EMERGENCY SERVICES:** The celebrant will attempt to obtain all details about the patient including name, age, date of birth and any medical conditions they may have, and report these details to the relevant emergency service. Checklists will be completed for each ceremony.

**PHOTOGRAPHY**

We agree to release photographs to the celebrant, which can be used for marketing purposes, including all social media, online and printed materials as well as any other material the celebrant choses.

**DOCUMENTS**

All legal documents have been sighted by both parties after completion and all information provided to the celebrant including name spelling is correct and true.

**SIGNATURES**

By signing, we acknowledge that we have read and accepted all terms and conditions as described above.

Partner 1: \_\_\_\_\_  
(Name)

Partner 2: \_\_\_\_\_  
(Name)

Partner 1: \_\_\_\_\_  
(Signature)

Partner 2: \_\_\_\_\_  
(Signature)

