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## WEDDING CEREMONY BOOKING FORM

**Please print out, complete the form and return to Pam Giblin at the above address.**

To secure a firm booking for your ceremony at the time, date and place of your choice (subject to availability), please ensure that the non-refundable booking fee of \$200 accompanies the completed form. Payments can be made in cash, cheque or direct deposit.

If you wish to pay the booking fee by direct deposit, please request account details when you email the completed form to me. Your booking will be confirmed on receipt of funds.

Receipt of this booking fee will secure your booking and guarantee that no other bookings will be made for the nominated time and date.

	Bride	Groom
Full Name:		
Address:		
Home Phone:		
Mobile:		
Email:		
Proposed Wedding Date:		
Wedding Day (day of week):		
Wedding Starting Time - Arrival time of Bride:		
- Arrival time of Groom (20 mins before):		
Wedding Venue:		
Alternative Venue (in case of inclement weather):		
First Witness (name):		
Second Witness (name):		
Number of people attending ceremony:		

By signing this document, we acknowledge and agree that:

1. the base fee for Pam Giblin (the Celebrant) to design and deliver our wedding ceremony (including attending rehearsal) is \$400
2. we will complete this Ceremony Booking Form and send it to the Celebrant at the above address in order to secure our booking on the date and time of our choice.
3. any tentative hold the Celebrant has made in her diary will lapse after 7 days if the Ceremony Booking Form and non-refundable booking fee set out on the previous page and, where applicable also in Paragraph 7, are not received within that time.
4. travel by the Celebrant in excess of 35 km from the Hobart GPO is an additional expense to be charged of 65 cents/km (total distance). This applies to both rehearsal and ceremony. We estimate that the distance between the Hobart GPO and our wedding venue is \_\_\_\_\_Km.
5. extra services provided by the Celebrant, such as special letters and other administrative work, will incur additional charges to be negotiated.
6. if required, suitable accommodation for the Celebrant will incur an additional charge.
7. ceremonies on significant days will incur an additional fee of \$250 on top of the base rate set out in Paragraph 1. This additional fee is to be paid at the same time as the standard booking fee and is also non-refundable. In such cases the total non-refundable deposit will be \$400. Significant days include Christmas Day, Boxing Day, New Years Eve, New Years Day, Valentines Day, Easter public holidays, Chinese New Year.
8. The balance of the total fee (i.e. after required booking deposit - see over) is to be paid 7 days prior to the ceremony date.
9. the ceremony will not take place if all required documents have not been sighted and all fees have not been paid as described above.
10. any changes in the date and/or time will incur a \$50 surcharge for each change and be subject to availability.

Signature of Bride \_\_\_\_\_ Date \_\_\_\_\_

Signature of Groom \_\_\_\_\_ Date \_\_\_\_\_