

Helen Hutton
Civil Celebrant
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SERVICE AGREEMENT/TERMS AND CONDITIONS APPLICABLE TO ALL CEREMONY BOOKINGS

At the time of signing the NOIM form

between

Helen Hutton (*The Celebrant*)

and

&

_____ (The Parties)

The Parties and the Celebrant agree to the terms and conditions as set out below :

Marriage ceremony details :

Date : _____ Time : _____

Place : _____

Alternative venue if inclement weather : _____

Ceremony Script to be as agreed by the Parties and the Celebrant prior to the wedding day.

The Celebrant agrees :

1. To provide Registered Marriage Celebrant services to the parties in accordance with the Commonwealth Attorney-General Department Code of Practice for Certified Marriage Celebrants, a copy of which can be provided by the Celebrant or found at <https://www.ag.gov.au/FamiliesAndMarriage/Marriage/Documents/Code%20of%20practice%20for%20marriage%20Celebrants.pdf>
2. To attend and conduct the marriage ceremony at the agreed time, date and place.
3. Should the Celebrant be unable to conduct the ceremony, the parties will be advised as soon as practicable and all reasonable efforts will be made by the Celebrant to arrange for the ceremony to be completed by another registered marriage Celebrant.
4. If the Celebrant is unable to perform the marriage ceremony, she will pass the Notice of Intended Marriage Form (NOIM) to the replacement registered Marriage Celebrant in a timely and appropriate manner.

If you have any questions, please contact Helen on 0420 688 177
or you can contact the Attorney General's Department on 02 6141 6666

Initials (Celebrant) _____
Initials (Parties) _____

5. To lodge all paperwork (NOIM, marriage certificate and declaration of no legal impediment) with Births, Deaths and Marriages within the prescribed time of 14 days after the marriage ceremony.

The Parties agree :

6. To pay the Celebrant's fee in accordance with the invoice provided, namely:
 - a. **NON-REFUNDABLE deposit fee of \$100** at the time of filling out and lodging with the Celebrant the NOIM
 - b. Balance of the fee in cleared funds (either in cash, cheque or by direct deposit) to be paid a **minimum of 14 days prior to the marriage ceremony date.**
 - c. Acknowledge that if the full payment has not been made to the Celebrant in accordance with these conditions, **the Celebrant will not attend the ceremony.**
7. To provide the Celebrant with all original documentation not later than 48 hours prior to the wedding date, including all accredited translation documentation requested by the Celebrant.
8. If the details of paragraph 7 (above) are not supplied within these terms, the Celebrant will not attend the ceremony.
9. To advise the Celebrant **immediately and in writing**, or any change to the time, date or place of the marriage ceremony. The Celebrant reserves the right to terminate the agreement and retain all deposit fees should she not be able to conduct the ceremony due to these or this change.
10. If the ceremony is to be changed to the alternative venue due to inclement weather, then one of the parties is to inform the Celebrant personally or by telephone a minimum of four (4) hours prior to the ceremony.
11. Notice of cancellation of the ceremony must be given to the Celebrant in writing, and the Celebrant reserves the right to retain any deposit and other amounts paid.
12. That the Celebrant reserves the right to leave the place of the marriage ceremony 30 minutes after the agreed start time if both parties have not arrived at the ceremony point or the ceremony cannot proceed for some reason outside of the Celebrant's control.
13. That in the event of the above occurrence the parties will liaise with the Celebrant to mutually agree on a later time and place for the Celebrant to solemnise the marriage for an extra fee, payable in advance.
14. The parties undertake to provide the Celebrant with accurate information, and acknowledge that the penalty for making a false declaration is four years' imprisonment.
15. The parties undertake to advise the Celebrant as soon as practicable if either of them is taking prescribed medication which may alter their demeanour on their wedding day.

