



RESERVATION SHEET & CONTRACT



Reverend Kathryn E. Martin-Osborn

Wedding Officiant (530)305-5495

reverendkatey@yahoo.com www.reverendkatey.com

EVENT INFORMATION

Event Date _____ Ceremony Time: _____ AM PM

Names (bride and groom): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Fax Phone: _____ Email: _____

Photographer Name and Phone Number: _____

Wedding Consultant Name and Phone Number: _____

Wedding Location/ Venue Name: _____

Address: _____ City: _____

Name of Contact Person Day of Event: _____

**Anticipated number of guests: _____

Rehearsal (if applicable):

Rehearsal to be held _____ day of _____, 20 _____ at _____ o'clock.

Location : _____

Rain Backup Location:

For an outdoor wedding where inclement weather can prove disastrous a backup location is necessary.

If different from above please include locale: _____

Type of attire: _____ *(Clergy attire ranges from Suit, Wedding Vestment with White Stole, Friar Tuck shirt available in any attire or casual wear, unless otherwise requested and/or specified.)*

Price: _____ Deposit: _____ Check Number: _____ Cash \$: _____

TERMS AND PAYMENT AGREEMENT

If the wedding is scheduled for an outdoor location, and weather conditions pose difficulty to have a wedding outdoors, it is the responsibility of the bride and groom to find an alternative location for the wedding ceremony.

If the Officiate must travel to the location of the wedding, and is hindered in his/her travel by unusual freeway or weather conditions, the terms of the contract shall be extended or negotiated to compensate all parties. If for any reason a wedding time and date are changed after remitting the deposit, Reverend Katey will try to provide availability for the new time and date. However, if Reverend Katey cannot provide availability, the deposit will not be refunded. In the event Officiate is unable to conduct the wedding ceremony due to illness Reverend Katey will attempt to locate another Officiate to conduct the wedding ceremony.

Bride and Groom understand that they must obtain a Marriage License at the appropriate jurisdiction for which the ceremony will be performed and shall provide such Marriage License to the Officiate to review and execute on the day of the ceremony.

½ of total fees are due at time of booking, which is non-re-fundable.

PAYMENT: If your date has been **reaffirmed** as available you may return a signed copy of this contract with your retainer by mail to: Reverend Kathryn Martin-Osborn, 11230 Linda Drive Auburn, California 95602. Any balances are accepted any time prior to ceremony date.

FEES/CANCELLATION: All Remaining fees due prior to ceremony. I accept cash, cashier's check, money order, & Pay-Pal (add 3% pay pal fee). Personal checks accepted no less than 3 weeks prior to ceremony. There is a \$54.00 returned check fee. **No E-Checks.** Unpaid fees result in cancellation of services.

TERMINATION CLAUSE: Unruly actions/disorderly conduct from a couple and/or guests is a breach of contract and may incur termination of services.

****GUESTS:** Additional fees may be due and payable at time of services if guest list far exceeds the number contractually agreed upon and which fees have been based.

STARTING TIME: Late starts of more than 25 minutes will incur a \$25 charge per quarter hour, payable at time of services, beginning 30 minutes after scheduled/contractual starting time. (Fee waived in event of actual emergency) An emergency is defined as a catastrophic event or act of God.

Officiate will be responsible for performing the wedding ceremony and assisting with ceremony wording and vow writing if requested. The ceremony must be acceptable to the Officiate (not offensive to Officiate or something that Officiate is not comfortable with saying and/or doing).

Bride & Groom accept responsibility for purchasing items needed to perform any of the smaller ceremonies that they wish to include in their ceremony (i.e., Unity or memory candles, wine, roses, sand, breakable glass), unless otherwise requested. Officiate is not responsible for providing PA equipment.

Bride and Groom give permission and shall allow The Officiate to post a photograph(s) of them with and/or without The Officiate from the wedding date on the Officiates website for viewing by the internet community. Bride and Groom acknowledge that this is for promotional purposes only and they do not expect to receive any compensation of any kind. There shall be no expiration period for this permission. The Officiate also gives permission and shall allow Bride and Groom to use photographs, videos or other recording media in which The Officiate is in, or part of, recorded on the day of the wedding, for personal use only unless otherwise specified in writing.

I HAVE READ AND AGREE TO ALL THE ABOVE TERMS AND PAYMENT REQUIREMENTS.

Bride: _____ Date _____

Groom: _____ Date _____

Officiate: _____ Date _____

CEREMONY QUESTIONS FOR THE BRIDE AND GROOM

Is the ceremony indoors or outside? _____

Will there be amplified sound for us? _____

Do you want a religious ceremony? _____

 What Religion? _____

Which ceremony do you like? _____

Do you want to change or add anything?

How do you want to be introduced?

 Mr. And Mrs. Doe

 Mr. and Mrs. John Doe

 Mr. and Mrs. John and Jane Doe

 Other: _____

Do you want anything said to your guests so they know what is going on?

 Lets Party!!!

 Please enjoy cocktails in the reception room while the wedding party is taking pictures.

 The bride and groom ask that you please enjoy appetizers and drinks while they are taking pictures.

 OTHER: _____

Which "Certificate of Marriage" do you want? _____

What color wedding ceremony folder would you like? _____

(red, black, dark blue, white, green)

OTHER COMMENTS:
