



**SMART**  
**WEDDING CONTRACTS**  
**Officiant Services Agreement**

This Officiant Services Agreement (the “Agreement”) is dated as of the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ (Officiant) and \_\_\_\_\_ (“Client”; sometimes referred to as “Bride and Groom”) and collectively referred to as the “Parties”.

The Parties agree as follows:

**1. SERVICES:** Officiant hereby agrees to perform a wedding ceremony legally uniting Bride and Groom in matrimony and to render his/her professional services in a timely competent and proficient manner.

**2. TIME & PLACE OF SERVICE (S) –** Time is of the essence of this agreement  
 The wedding ceremony shall commence promptly at \_\_:\_\_ \_\_m, and end at \_\_:\_\_ \_\_m, on \_\_\_\_\_, 20\_\_\_\_ at the following location known as:

\_\_\_\_\_

Rehearsal details if applicable:

\_\_\_\_\_

\_\_\_\_\_

**3. ADDITIONAL SERVICES & SPECIAL PROVISIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Officiant hereby authorizes “Client” to use his/her likeness in any photographs, videos or other recording media.

**4. NOTICE:**

Any notice required to be given to either Party under this Agreement shall be sent via certified mail to the appropriate address below:

**If to Client:**

**If to Contractor:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. MARRIAGE LICENSE AND CEREMONY:**

"Client" acknowledges that if a valid marriage license is not delivered by "Client" to the Officiant BEFORE the wedding is performed, the Officiant cannot perform a legally valid marriage ceremony. Therefore, "Client" agrees to deliver to Officiant a valid marriage license no later than \_\_\_\_ minutes prior to the scheduled start time of the ceremony. In the absence of a valid marriage license "Client" understands that any ceremony performed by Officiant will legally be deemed symbolic only and will not cause "Clients" to become husband and wife.

Officiant will provide "Client" with a verbatim script. "Clients" who choose to write their wedding vows shall provide Officiant with a typewritten copy of the said vows \_\_\_\_ days prior to the event date.

Unless otherwise agreed in writing, "Client" shall purchase and deliver to wedding ceremony venue all accoutrements needed to perform ceremony enhancements such as unity candles, sand blending, tribute roses, aisle runner, glass breaking, broom jumping equipment etc.

**6. PAYMENT:**

In consideration of the services to be rendered by Officiant, and the mutual promises contained herein, "Client" agrees to pay Officiant the following consideration: A deposit of \$ \_\_\_\_\_ is required to secure the services of Officiant for the engagement. This amount shall be applied toward the ceremony performance fee. The performance fee is \$ \_\_\_\_\_. Final payment in the amount of \$ \_\_\_\_\_ is due \_\_\_\_\_ day (s) prior to the start of the event or ....

Payment policies; forms of payment, other terms:

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**7. LATE START/ADDITIONAL CHARGES:**

If for ANY reason, by no fault of the Officiant, the Bride and Groom do not commence the wedding ceremony within \_\_\_\_ minutes of the aforementioned commencement time the officiant may, at his/her option, perform an abbreviated wedding ceremony instead of the agreed-upon scripted ceremony. If the "Client" wishes to avoid the potential abbreviated ceremony contemplated by this paragraph [7] and reserve the officiants services for up to \_\_\_\_ minutes beyond the contracted start time, there will be an additional charge of \$ \_\_\_\_\_. This must be agreed upon according to the availability of the Officiant at the time of contract signing.



## 10. GENERAL PROVISIONS

### A) ADDITIONAL TERMS AND CONDITIONS:

Officiant shall arrive at the ceremony venue \_\_\_\_ minutes prior to the prompt commencement time mentioned in [2].

### B) AGREEMENT/DISPUTES/JURISDICTION:

This agreement is not binding until signed by both “Client” and Officiant and each has received a copy.

This writing contains the entire agreement of the “Parties” and any modifications shall be in writing, signed by both parties, and physically attached to the original agreement.

Oral agreements are non-binding. If any clause in this agreement is found to be illegal, the rest of the agreement shall remain in force. The laws of the state of \_\_\_\_\_ shall govern this contract, and any resulting arbitration shall take place in \_\_\_\_\_.

### C) ATTIRE:

\_\_\_\_\_  
\_\_\_\_\_

### D) CANCELLATION:

If “Client” cancels the order for Officiant services, or changes the date of the event and the Officiant is able to contract another event at an acceptable value for the cancelled date, all monies paid Officiant by “Client” is to be refunded minus a processing for of \$ \_\_\_\_.

Furthermore, Officiant warrants that in the event of cancellation, reasonable effort will be made to secure a replacement assignment.

In the event of a cancelation within \_\_\_\_\_ days of the event, the “Client” shall pay \_\_\_\_\_ % of the balance of contract. In the event of a cancelation within \_\_\_\_\_ days of the event, the “Client” shall pay \_\_\_\_\_ % of the balance of contract.

### E) FAILURE TO PERFORM/ILLNESS/LIMITS OF FINANCIAL LIABILITY

If Officiant is unable to perform his/her obligations pursuant to this contract due to illness, fire or casualty, strike, act of God, or other cause beyond the control of the parties due to an unforeseeable emergency, “Clients” sole remedy shall be limited to a refund of the monies paid by “Client” to Officiant.

**F) INDEPENDENT CONTRACTOR:**

Officiant is an independent contractor and not an employee of “Client”.

**G) INSURANCE INFORMATION:**

If applicable, Officiant will provide “Client” a copy of his/her certificate of liability insurance policy \_\_\_\_\_ weeks prior to event date.

**H) INVALID PROVISIONS:**

If a court of competent jurisdiction finds any provision of this Agreement to be invalid, such invalidity shall not affect the remainder of the Agreement; the invalid provision shall be deemed severed from it and the remainder of the Agreement shall remain enforceable in accordance with its terms and of full force and effect.

**I) LIMITS OF FINANCIAL LIABILITY:**

See [F]) FAILURE TO PERFORM/ILLNESS/LIMITS OF LIABILITY.

**J) METHOD OF CANCELLATION:**

Officiant must be notified in writing of any cancellation at the address in [4].

**K) NON PAYMENT:**

Insert policy under [6] Payment

**L) PRE-EVENT CONSULTATION:**

“Officiant” will contact “Client” \_\_\_\_\_ days prior to the event to finalize the ceremony and event details.

**M) RESCHEDULE/POSTPONEMENT:**

In the event that “Client” reschedules or postpones the wedding, and Officiant is able to rebook the original wedding date, Client will receive credit for all monies paid. A new contract will reflect pricing in effect when the date change occurs. In the event that “Client” reschedules the wedding and Officiant is not able to rebook the original wedding date, “Client” forfeits the retainer but will receive credit for all other monies paid. Credit may be applied to services within \_\_\_\_\_ months of original date provided Officiant is available.

**N) RETURNED CHECK CHARGES**

Insert policy under [6] Payment

**O) RIGHT OF RESCISSION:**

“Client” has the right to a \_\_\_\_\_ day grace period to exit this contract without the loss of any monies. “Officiant” must be notified in writing of any rescission. “Client” understands that “Officiant” may continue to market “Clients” wedding date. “Officiant” agrees to give “Client” a \_\_\_\_ hour first right of refusal should he/she receive another booking offer.

**P) SEVERABILITY:**

In the event that any part of this Agreement is found to be invalid or unenforceable, the remainder of this Agreement shall remain valid and enforceable. Any failure by one or both parties to enforce a provision of this Agreement shall not constitute a waiver of any portion or provision of this agreement.

**Q) SUBSTITUTION POLICY:**

In the event Officiant named in agreement becomes unavailable, “Client” reserves the right to approve a substitution or make other arrangements without forfeiture of any money.

**R) TIME IS OF THE ESSENCE:**

The specified time and dates in this agreement are vital and thus, mandatory.



# WEDDING CONTRACTS

## SIGNATURES, PARTIES TO THE AGREEMENT

Officiant Services Agreement

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IN WITNESS WHEREOF the Parties have executed this Agreement on \_\_\_\_\_.

“CLIENT” (S):

“CONTRACTOR” (S):

\_\_\_\_\_  
Signature (s)

\_\_\_\_\_  
Signature (s)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature (s)

\_\_\_\_\_  
Signature (s)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Title (if applicable)

Brides contact information: Day time number (s) \_\_\_\_\_ Cell: \_\_\_\_\_

Brides E-mail address: \_\_\_\_\_

Brides mailing address: \_\_\_\_\_

Couple’s address post wedding: \_\_\_\_\_

Grooms contact information: Day time number (s) \_\_\_\_\_ Cell: \_\_\_\_\_

Grooms E-mail address: \_\_\_\_\_

Other Party: Name \_\_\_\_\_ Day time number (s) \_\_\_\_\_

Contractor’s contact information: Day time number (s) \_\_\_\_\_ Cell: \_\_\_\_\_

Contractor’s E-mail address: \_\_\_\_\_ Web address \_\_\_\_\_

Contractor’s mailing address: \_\_\_\_\_

**These forms and instructions are not intended to be a substitute for legal advice.**

Employment relationships are governed by both federal and state law. Many of the state laws differ dramatically, therefore the “Client” and the “Contractor” should become familiar with the laws of their specific state and the federal government before entering into this type of arrangement. In addition, before using the form you should always consult with your attorney to ensure that it addresses your specific situation.