

# Weddings By West

Susie West, Wedding Officiant  
2043 Seclusion Dr., Eau Claire, WI 54703  
715-577-9728



We, \_\_\_\_\_ wish to hire the services of *Weddings by West*, who are authorized to perform the rite of marriage in the State of Wisconsin, to assist with and perform our wedding ceremony.

Date and Time:

Venue Name:

Venue Address:

Bride's Phone contact:

Groom's Phone contact:

Mailing Address:

Email:

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I have read the complete description of what is included in the booking and all questions have been answered to my satisfaction. I agree to pay a 50% deposit as a non-refundable booking fee. I realize that payments on my final balance can be made at any time; however I also understand that the entire balance must be paid no later than seven (7) days prior to our ceremony. I further understand that if my account is not paid in full *Weddings by West* will not attend my ceremony.

Upon signature and receipt of booking fee *Weddings by West* will reserve the time and date agreed upon to plan our wedding ceremony/ planning services.

**Payment Terms:** Cash, checks, money orders or cashier's checks are accepted.

Please make checks, money order or cashier's checks payable to:  
*Weddings by West*

**Marriage License:** I understand that it is my responsibility to acquire a valid marriage license in the state where the wedding ceremony will take place and that the marriage license must be on the premises when the ceremony is performed. I understand that failure to have these legal documents means that *Weddings by West* cannot legally perform a legal wedding ceremony. The officiant can perform a symbolic ceremony, which will have no legal merit, and perform another ceremony in private for the couple once the legal documents are presented, for an additional fee. I will consult with our local court / city clerk to find the exact requirements for my area.

**Refund policy:** I acknowledge that the booking fee is non-refundable once the date is booked. If I must change the date of my wedding it will be rescheduled on the new date if it is available. If my new date is not available, the change will be considered a cancellation and I will forfeit the deposit. Any amount paid in addition to the 50% deposit will be refunded up to 7 days before the ceremony. For cancellations within 7 days of the wedding date, there will be no refund, and 100% of the payment will be forfeited. However, if *Weddings by West* cancels the wedding, we will receive a 100% refund on all payments made.

*Weddings by West contract continued*

*Please Initial*

\_\_\_\_\_ If we change the date of our wedding the following rules will apply: If *Weddings by West* have the new date available they will simply change the date and re-reserve it under the new date. However, if *Weddings by West* is already obligated for the new date and is unable to officiant our wedding on the new date, it will be considered a cancelation and the initial security deposit is forfeited and *Weddings by West* is relieved of all responsibilities set forth in this contract.

\_\_\_\_\_ I understand that a completed contract and the booking deposit must be received to reserve the date and time for our ceremony. The booking fee is applied toward the total cost for services. The balance of the fee is due 7 days prior to my ceremony. The booking fee is nonrefundable once paid.

\_\_\_\_\_ I understand that if booking fees and/or final payments are not received by the due date, my ceremony may be cancelled and the booking fee will not be refunded.

\_\_\_\_\_ Any booking fee or payment that is dishonored by our financial institution for any reason, we agree that there is an additional charge of \$50.00.

\_\_\_\_\_ If your ceremony includes a sand ceremony, unity candle or any other special feature you are responsible for furnishing all equipment needed. We are more than happy to instruct you on what you need and where you can buy it but we do NOT provide the equipment.

\_\_\_\_\_ Officiant agrees to arrive at the Wedding address or location listed on the contract at the agreed upon time as listed on the contract for your rehearsal and/or your wedding ceremony. We arrive early to be ready for your ceremony and allow for a 2 hour block of time per wedding to give you plenty of time for unexpected delays.

\_\_\_\_\_ If you wish to have us attend your rehearsal a \$50.00 additional charge will occur.

\_\_\_\_\_ In the event that *Weddings by West* is unable to attend and perform the services as planned due to hospitalization, auto accident, transportation breakdown/disruption, traffic difficulties or other unforeseen incapacitation on the day of the ceremony, *Weddings by West* will provide a 100% refund.

\_\_\_\_\_ Personal pictures of the wedding are released for use in promoting *Weddings by West*. Professional wedding pictures will be negotiated between the Officiant and photographer.

All parties agree that this Agreement is the sole binding agreement, relating to the performance or officiating of the Ceremony, between all parties involved and may only be altered, amended, or invalidated by a separate written agreement executed by all parties to this original agreement. No verbal, non-written, or other informal agreement shall apply or be held binding to either party.

This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Wisconsin  
I acknowledge receiving a true and accurate copy of this Agreement.

\_\_\_\_\_ Date \_\_\_\_\_  
Bride or Groom Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Susie West, Officiant  
Roxi Statz, Officiant-contract

Base Fee	\$200.00
Rehearsal Fee	\$50.00
Mileage over 60 mile	.50 x miles
Miscellaneous	
Total	