



Weddings by West (2022 -2023)

Susie West, Wedding Officiant
5080 County Hwy I., Sparta, WI 54656
715-577-9728

We, _____ and _____ wish to hire the services of *Susie West* D.B.A. *Weddings by West*, who is authorized to perform the rite of marriage in the State of Wisconsin and the State of Minnesota, to assist with and perform our wedding ceremony.

Date and Time of Wedding:

Bride's Phone Contact:

Groom's Phone Contact:

Mailing Address:

Email:

Venue Name:

Venue Address:

I have discussed the fees and my 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* may 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, venmo, paypal, 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 county 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.

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 return a 100% refund on all payments made.

Please Initial in agreement

_____ 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 officiate our wedding on the new date, it will be considered a cancellation 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 the day before our 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 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.

_____ 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*.

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.

Wedding Ceremonies and Vow Renewals

Short and Sweet Wedding Ceremony, Elopement or Vow Renewal

Starting at \$200.00.

No rehearsal included, if you do want a rehearsal the night before it is an extra \$35.00

A 5-10 simple ceremony

Mileage charged if over 120 miles round trip from Sparta, WI.

Consultations, in person, via phone, or email

Classic Wedding or Vow Renewal

Starting at \$300.00.

A 20-30 ceremony

Mileage charged if over 120 miles round trip from Sparta, WI.

Consultations, in person, via phone, or email

Signature of Agreement

Date: _____ Date: _____
Bride: _____ Groom: _____
Address: _____ Address: _____
City: _____ City: _____
State/Zip: _____ State/Zip: _____
Phone: _____ Phone: _____

Susie West, Officiant _____

Date: _____

Officiant Use	Additional
Officiant Fee	
Travel Fee (tbd)	
Total	
Deposit received	
Amount Due	