

**R T Goonan
Marriage Celebrant
74 Waverley St
Bellerive Tas 7018**

03 6244 7082

rgoonan@netspace.net.au

WEDDING CEREMONY BOOKING FORM

We wish to make a firm booking for Russell Goonan to conduct our wedding ceremony.

Please complete this form, sign and forward to Russell Goonan.

To secure my services for your ceremony at the time, date and place of your choice, you should complete this booking form and pay the non-refundable booking fee as soon as possible. Payments can be in cash, cheque or direct deposit.

A non-refundable booking fee of \$150 is payable at the time you send the completed Wedding Ceremony Booking Form.

If you wish to make a direct deposit, send (email) booking form to me, I will then send (email) a Statement of Fees and Invoice, which contains bank details for direct deposits. Then you can make the deposit.

The physical receipt of the non-refundable booking fee will secure your wedding ceremony booking and guarantee that no other bookings will be made for the nominated time and date.

	Bride	Groom
Full Name		
Address		
Home Phone		
Mobile		
E-mail		
Occupation		
Wedding date		
Wedding day - day of the week		
Wedding Starting Time - and arrival time for Bride		

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Arrive time for Groom - 20 minutes before wedding starting time.	
Wedding venue	
Alternative venue <i>inclement weather</i>	
First Witness - name	
Second Witness - name	
No of people attending ceremony	
Rehearsal date	

We acknowledge that:

1. We have read the Wedding Ceremony Services and Charges Fees for Russell Goonan
2. We understand that we need to complete this Wedding Ceremony Booking Form and send it/email a pdf to Russell Goonan (at above address).
3. We understand that any tentative hold Russell Goonan has made in his diary will lapse after seven days if the Wedding Ceremony Booking and the non-refundable booking fee are not received.
4. Travel in excess of 80 km to and from meetings, rehearsal and ceremony venue will be an extra travel charge of \$1.00 per km. Please provide estimate of any extra km

5. Ceremonies on significant days will incur an additional non-refundable booking fee of \$250. Significant days include Christmas Day, Boxing Day, New Years Eve, Easter public holidays, Chinese New Year, St Valentine's Day
6. A payment of \$150 is due at the end our first meeting. The balance of the total fee is to be paid seven days before the ceremony date.
7. The ceremony will not take place if all required documents have not been sighted and all fees have been paid.
8. Any changes in the date and/or time will incur a \$50 surcharge for each change.

Signature of Bride Date.....

Signature of Groom Date.....

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Wedding Ceremony Fees and Charges

Fees

My fee for planning and conducting a **wedding ceremony** is \$450. This includes a \$150 non refundable booking fee.

The booking fee is payable at our first meeting. It will ensure that adequate time is set aside in my diary especially for you and your **wedding ceremony**, our second meeting, our **wedding ceremony** rehearsal and I will guarantee that no other **wedding ceremony** bookings will impinge on your time.

A payment of \$150 is due and payable at the end of the second meeting. The balance is to be paid seven days before the **wedding ceremony** date. Payment can be made by direct deposit, cash or cheque.

Services

My fee covers a range of services to ensure that the *“unique wedding ceremony especially for you”* is as memorable and is as stress free as possible for both of you. This includes:

- review of the Notice of Intended Marriage (NOIM), to ensure complete accuracy and conformity with the legal requirements
- preparation of all legal documents prior, during and after the ceremony
- access to resources covering ceremonies, poetry and verses, readings, special rituals
- pre marriage relationship education availability and information for couples
- subsequent planning meetings, e-mails, telephone calls and discussions, as required
- writing the ceremony in draft format and then in final format
- stationery, telephone, fax, email & postage costs
- preparation of official documentation
- a professionally printed Marriage Certificate

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- a copy of the wedding ceremony
- my attendance at the wedding venue to deliver the ceremony in a professional manner
- arriving at the ceremony venue at least one half an hour prior to the expected start time
- lodgement of Notice of Intended Marriage, Certificate of marriage, and Declaration documentation with the Office of Births, Deaths and Marriages
- travel to and from rehearsal and ceremony (80 km) extra travel will incur an additional fee
- fully portable sound system, if required
- signing table and chairs, if required

Extra Services at an extra fee

- a full rehearsal at the ceremony venue including a rehearsal for any readers
- travel in excess of 80 km to and from rehearsal and ceremony and my home in Bellerive
- ceremonies at significant days (Christmas Day, Boxing Day, New Years Eve, and Valentines Day) will incur an addition non refundable booking fee.