

St. Croix Mobile Notary Service Agreement

This Service Agreement is made on: _____ between (bride & groom names) _____ herein referred to as "The Couple" and **Catherine Howland** herein referred to as "The Officiant."

WITNESSETH: In consideration of the mutual covenants and agreement contained herein, The Officiant and The Couple hereby agree to the following terms and conditions:

OFFICIANT'S RESPONSIBILITIES:

- The Officiant shall perform a marriage ceremony for The Couple on (date) _____ at (time) _____ a. m. /p. m. at (location): _____
- The Officiant shall complete and notarize the marriage license and file said license in accordance with the instructions set forth by the jurisdiction from where the license was obtained.
- The Officiant shall provide all materials and services agreed upon between the two parties.
- The Officiant will arrive at the above location no later than 15 minutes prior to the ceremony start time.

THE COUPLE'S RESPONSIBILITIES:

- The Couple has agreed to return the signed Service Agreement within five business days from date of signing to St. Croix Mobile Notary either via regular mail or via email. The Officiant cannot hold the date and time of the ceremony or furnish any services to the client under this agreement until this agreement is signed and returned by the date indicated above and a non-refundable deposit of 50% of total fee has been received. Mailing address is listed at the end of this agreement.
- The Couple understands that the provision of services shall start upon receipt of Service Agreement and payment of the non-refundable Retainer Deposit.
- The couple agrees to respond to any requested ceremony planning information in a timely manner.
 - The couple's witnesses agree to sign all pertinent documents immediately following the ceremony and before photography begins. This allows Wedding Officiant to finalize the documents and license and leave the ceremony in order to remain on schedule.

PAYMENT OF FEES:

The Couple agrees to pay The Officiant fee: \$_____, which includes all travel and miscellaneous fees.

The Couple has paid \$_____, a NON-REFUNDABLE deposit to reserve the above date and time for the scheduled wedding ceremony.

MARRIAGE LICENSE:

The Couple understands 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 Officiant to review and execute upon arrival to the ceremony site. The Marriage License is to be signed by the couple' s witnesses **AFTER** the ceremony has taken place and in the presence of Wedding Officiant (Notary Public). **The Officiant cannot and will not perform a marriage ceremony without receiving the appropriate valid Marriage License PRIOR to the ceremony.**

WITNESSES: The Couple shall designate the two witnesses required to sign the witness section of the Marriage license. The Couple **SHALL NOT** complete the witness section prior to the ceremony. Following the ceremony, The Officiant will guide the named witnesses to complete the witness section as required by the County Clerk.

CANCELLATION: If The Couple cancels the ceremony, for any reason, prior to the scheduled ceremony date and time, The Couple will forfeit the Officiant fee and services will terminate. If the ceremony is cancelled less than 30 days before the scheduled wedding ceremony date and time, for any reason, The Couple agrees to be responsible for the full balance of the package fees. Once the ceremony is cancelled, the remaining balance is due within 5 days following cancellation. For last minute civil ceremonies, there is a minimum five day cancellation policy and all last minute ceremonies are to be paid in full before the date of ceremony.

WEDDING CEREMONY SCRIPTS: Ceremony scripts may be mailed or emailed if requested by bride and/or groom. When ordering a civil ceremony, you may arrive with your personal vows on the day of your ceremony if you so choose. If personal vows are different from agreed upon ceremony vows/script, couple will provide a copy to The Officiant.

REHEARSALS: All attendants must arrive on time. Rehearsals are billed at a rate of \$75.00 per rehearsal and include up to one hour of rehearsal time. Rehearsal times lasting over the allocated hour will incur a fee of \$25.00, payable at the time of service.

BEGIN TIME: The Officiant charges an additional \$25.00 if required to wait more than 15 minutes past the scheduled start time. This fee is due prior to notarization of the marriage license. No refund will be given if the Officiant is unable to perform the ceremony due to delays within the stipulated time period. If ceremony delay is more than thirty minutes late your wedding may have to be re-booked and re-scheduled, which involves additional fees.

GENERAL PROVISIONS: The Couple understands and agrees that The Officiant shall not be held responsible or liable in the event she is unable to perform the wedding ceremony due to illness, hospitalization, auto accident, transportation breakdown/disruption, traffic difficulties, acts of God such as earthquakes, inclement weather or other unforeseen incapacitations on the day of the ceremony. In the unlikely event that The Officiant is unable to perform the ceremony for reasons

beyond her control, she will make every effort to notify The Couple and refer a qualified replacement to perform the ceremony, if time and resources permit.

The Officiant, her agents and assigns shall not be held liable for any compensation or damages (including punitive) due to non-performance of any ceremony resulting from such incapacitations, non arrival, errors and/or omissions of any type.

PROMOTIONAL MATERIAL: The couple understands that all photographs and video taken during their ceremony by any partner or staff of St. Croix Mobile Notary are purely non-professional and shall be used as promotional material of St. Croix Mobile Notary.

TERMINATION CLAUSE: The couple agrees to interact with the Officiant in a dignified and respectful manner. Unruly action and/or improper conduct from The Couple is a breach of contract and may incur termination of services. This agreement constitutes the entire agreement between the parties and may not be modified except in writing signed by both parties. No other representations or promises have been made except those that are set out in this agreement. By signing below, the parties have hereunto agreed to abide by the terms executed on this agreement.

Dated: _____, 2017.

X _____
Bride Signature

Printed Name

X _____
Groom Signature

Printed Name

Address, City, State, Zip

Catherine Howland, Notary Public | Wedding Officiant

St. Croix Mobile Notary

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Mailing Address:

Catherine Howland

c/o St. Croix Mobile Notary

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