

MARRIAGENYC, INC. 2011 OFFICIANT CONTRACT

Wedding Date & Start Time:	Total Fee including additional charges: \$
Rehearsal Date & Start Time & Location (addition fees apply):	Ceremony Type (Choose on Page 2):
Ceremony Location & Address:	Client Mailing Address:
Client Name:	Client Name:
Client Cell Phone:	Client Cell Phone:
Client E-mail:	Client E-mail:

ENTIRE AGREEMENT: this agreement contains the entire understanding between Marriagenyc, Inc. and the undersigned (hereinafter “Client”) relating to the wedding ceremony of both Clients mentioned above. It supersedes all prior and simultaneous agreements between the parties. The only way to add or change this agreement is to do so, in writing, and signed by all the parties.

SERVICE COVERAGE: The parties agree that Marriagenyc, Inc. will furnish the services of a professional Marriage Officiant / Inter-faith Minister / Justice of the Peace, for the start and end of the wedding ceremony for a maximum period of 30 minutes (half an hour) or the duration of the chosen vows, whichever is less. Marriagenyc, Inc. is not responsible for obtaining your marriage license. Marriagenyc, Inc. will only submit the marriage license (if any) to the designated City Clerk’s Office the following business day after the wedding ceremony has been completed. Marriagenyc, Inc. will be the sole professional Marriage Officiant employed for the wedding day. Simultaneous Officiant coverage by another Minister, Priest, Marriage Officiant, Judge, Bishop, Rabbi or Justice of the Peace releases Marriagenyc, Inc. from this agreement and immediately terminates service coverage.

INSTRUCTIONS FOR DAY OF CEREMONY: Marriagenyc, Inc. needs to meet with the couple and at least (2) witnesses prior to the ceremony to fill out the necessary paperwork and collect the complete fee. Once the marriage license is signed by both clients and at least (2) witnesses, Marriagenyc, Inc. will submit it to the designated City Clerk’s Office the marriage license is obtained from. It takes about 4 - 6 weeks for the Client to receive the marriage certificate in the mail.

COOPERATION: The parties agree to mutual cooperation and communication for the best possible result within the definition of this agreement. Marriagenyc, Inc. recommends that the Client designate an “event guide” to point out important individuals designated to the wedding. Marriagenyc, Inc. will not be held accountable for not designating roles to these important individuals. Marriagenyc, Inc. is not responsible if key individuals fail to appear or cooperate during the Wedding Ceremony or rehearsal.

RESTRICTIONS

For Videographer: Please let your videographer know that he/she cannot have the camera light directly facing the Officiant.

For Photographer: Please let your photographer know he/she cannot stop the wedding ceremony while in progress for pictures.

Payment of Fee: We require that you contact us prior to the wedding date with the name and contact information of the person in charge of payment for the day of the wedding ceremony, if different from the Client.

HOUSE RULES: Marriagenyc, Inc. is limited by the guidelines of the Ceremony site management. The Client agrees to accept the technical results of their imposition on the actual Ceremony. Negotiation with site’s management for the moderation of guidelines is the Client’s responsibility; Marriagenyc, Inc. will offer recommendations only.

LIMIT OF LIABILITY: While every reasonable effort will be made to produce an exceptional wedding ceremony for the wedding event, Marriagenyc, Inc.’s entire liability to the Client for any claim, loss, or injury arising from Marriagenyc, Inc.’s performance is limited to a refund or non-payment to Client of fees paid (if any). In the unlikely event of personal illness or other circumstances beyond control of Marriagenyc, Inc., a substitute Marriage Officiant may be dispatched by Marriagenyc, Inc. to fulfill the obligations to officiate the Wedding Ceremony herein contracted. If the situation should occur and a suitable replacement is not found, responsibility and liability is limited to the return of all payments received (if any) for the event package.

PAYMENT POLICY & PAYMENT: No deposit is necessary, unless the ceremony is scheduled in less than 7 days (please see full explanation under Cancellation clause). The Client must pay the fee prior to the Wedding Ceremony. All fees are non-refundable. CASH ONLY – Absolutely no MONEY ORDERS, CERTIFIED BANK CHECKS or PERSONAL CHECKS are accepted. The complete balance is due the day of the wedding ceremony before the actual vows are exchanged. *PLEASE SEE ADDITIONAL RESTRICTIONS.*

DISCLAIMER: Marriagenyc, Inc. is not affiliated with the City Clerks Office of New York / Marriage bureau or any other New York City or State Government Agency. Any attached links of sample wedding vows and sample marriage certificate are for Client information purposes ONLY, the content of which are for the use of Marriagenyc, Inc. and are property of Marriagenyc, Inc. ONLY and may not be used by any other person or company, for any other use or purpose, private or otherwise, without the express written permission of Marriagenyc, Inc.

PAYMENTS: Cash is the only form of payment or use **PAYPAL** to wedding@marriagenyc.com (Additional \$10.00 will apply for this use. If PAYPAL is used, payment must be made 3 days before the event date.)

THE FEES (Place initials on chosen set of vows)

- \$250.00 - Witnessing Ceremony – Civil wedding ceremony performed by non-registered Officiant or out of state judge. MARRIAGENYC, Inc. witnesses and files the marriage license.
- \$400.00 - Short Civil Ceremony (short & sweet about 10-15 minutes)
- \$400.00 - All Spanish Short Civil Ceremony (**En Español** - short & sweet about 10-15 minutes)
- \$450.00 - Couples Vows Ceremony (add your own personal touch – about 15 minutes)
- \$450.00 - Religious Ceremony* (Religious & biblical content – about 15 minutes)
- \$450.00 - All Spanish Religious Ceremony* (**En Español** - Religious & biblical content – about 15 minutes)
- \$500.00 - Standard Ceremony (most common, defines love & marriage – about 15-20 minutes)
- \$500.00 - All Spanish Standard Ceremony (**En Español** - most common, defines love & marriage – about 15-20 minutes)
- \$550.00 - Long Ceremony (complete set of vows)

EXTRAS – Can be added to any ceremony. (Place initials on chosen set of extras)

For complete listing of vows visit <http://vows.marriagenyc.com>.

- \$20.00 - Honoring the Parents
- \$25.00 - Silent Blessing
- \$30.00 - Ring Ceremony Explanation
- \$35.00 – Help Writing Your Personal Vows
- \$40.00 - Unity Candle Lighting Ceremony
- \$40.00 - Sand Ceremony

TRAVEL & NIGHT FEE (Place initials on applicable fees)

- \$50.00 – night fee for ceremonies in the evening (After 5:00 PM between Friday - Sunday)
- \$50.00 – travel fee for weddings outside The 5 Boroughs of New York City. (To cover fuel cost + tolls)

REHEARSAL FEE (Place initials where applicable)

\$100.00 for a rehearsal prior to the date of the wedding ceremony. Recommended for a bridal party larger than 4 people. Rehearsal does not have to take place at the ceremony location. Travel and Night fee are already included in the rehearsal fee.

MANDATORY FEE FOR LATENESS OR IF LICENSE IS NOT SUPPLIED

\$50.00 for start of ceremony delay past 30 minutes (for every 30 minutes of delay – example: if wedding ceremony is scheduled to start at 8:00 PM, at 8:30 PM additional charges would start applying if wedding ceremony has not yet started).

\$50.00 if Marriage License is not supplied or forgotten by Client at the Ceremony Site, Date and Time and another meeting needs to be scheduled.

An Invoice can be provided detailing the breakdown of expenses and applicable tax (if any), upon request. Please include the sum of all fees on page 1.

CANCELLATION FEE: Please be aware that once you have booked Marriagenyc, Inc. for your wedding ceremony (once you have completed the contract), Marriagenyc, Inc. will allow that time to YOUR wedding ceremony and WILL NOT be scheduling any other additional wedding ceremonies at that time, therefore if you or your fiancée cancel in writing within **7 days** of the scheduled event or if you fail to appear at the scheduled event, Marriagenyc, Inc. will be entitled to keep any balance that has been paid to date (if any) or, in the event payment has not been made, Marriagenyc, Inc. will require that the Client pay **50%** of the total fee for the services. By submitting this signed contract in person, via e-mail, mail or fax you are agreeing that you have read and understood the terms of this cancellation fee. **Weddings scheduled with less than 7 days notice will require a deposit of 50% of the total package.**

I have read and understand the terms above. I hereby agree to the terms of this agreement. By signing below I am aware of the fees for: cancelation, start of ceremony delay, and if marriage license is not supplied during the wedding ceremony.

Signed _____ (Client) Signed _____ (Client) Date _____

Signed _____ (Authorized signature for Marriagenyc, Inc.) Date _____

Please Fax all of the contract pages signed to 1-866-549-0170, attention: Marriagenyc, Inc. to confirm your Officiant services. You can also scan the contract with your signatures and e-mail attachment to wedding@marriagenyc.com. We will contact you to confirm receipt of contract. Please mail original contract to P.O. Box 1807, New York, NY 10008 or provide the day of the Wedding Ceremony. For more information please visit www.marriagenyc.com.

NY's # 1 Bilingual Wedding Officiants and Inter-faith Ministers since 2004 providing services in English or Spanish and registered with the City of New York.

Marriagenyc, Inc. - Church Street Station - P.O. Box 1807 - NY, NY 10008 |

Office - By Appointment Only! |

Website: www.marriagenyc.com | E-mail: wedding@marriagenyc.com | Phone: 718-619-3101 | Fax: 866-549-0170

2006 officiant - "the wedding of the year" - hosted by nycityweddings.com & liweddings.com

2007 officiant - "the wedding of your dreams" - "la boda de tus sueños" - hosted by Univision Television Network

2008 officiant featured in PEOPLE EN ESPAÑOL magazine performing Mexican Pop Artist, Jimena's wedding