



740 East 52nd Street, Suite 9  
Indianapolis, IN 46205  
317-455-LMHC

## Wedding Officiant Contract

Ceremony Date: \_\_\_\_\_ Ceremony Start Time\*: \_\_\_\_\_  
\*note that this is the actual start time, not the guest arrival or invitation time.

Ceremony Venue Name: \_\_\_\_\_

Ceremony Venue Address: \_\_\_\_\_

Ceremony City/State/Zip: \_\_\_\_\_

Wedding Cite Coordinator or Day Of Coordinator's Name: \_\_\_\_\_

Coordinator's Email Address: \_\_\_\_\_

Coordinators Phone Number: \_\_\_\_\_

Bride/Groom (circle one)

Full Legal Name: \_\_\_\_\_

Name to be used during Ceremony: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State Zip: \_\_\_\_\_

Licensed Mental Health Counselor

Bride/Groom (circle one)

Full Legal Name: \_\_\_\_\_

Name to be used during Ceremony: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State Zip: \_\_\_\_\_

How did you find me:

Social Media

Referred by another professional: \_\_\_\_\_

Web Search

Referred by friend/family member: \_\_\_\_\_

Indiana Association of Wedding Officiants

other: \_\_\_\_\_

## TERMS AND CONDITIONS

### GENERAL TERMS:

1. Brooke-Randolph, LLC (i.e. the Agency) cannot guarantee that your date, time and location will be available on our calendar. Upon receipt of your quote request or reservation, we will confirm availability for your ceremony by telephone and/or email by the following business day. If we are unable to fulfill your request, any Retainer which has been prepaid will be refunded in full.
2. Upon our acceptance and confirmation of these terms and conditions, the Agency agrees to adhere to the services, location, time and conditions requested by the Couple. If your date, time, location, guest count or any other services are changed from your original request, modifications to this Contract cannot be guaranteed unless requested in writing and approved prior to your wedding. Payment of any additional fees for services added will be due immediately. If changes to date or time cannot be accommodated by the Officiant, the Agency reserves the right to cancel this Contract, and shall in no way be held responsible or liable in any manner for such non-performance.
3. The Couple agrees to complete Pre-marital Counseling with Brooke-Randolph, LLC, prior to the ceremony, signing the Counseling Informed Consent Contract and utilizing the included sliding-fee scale for those services. If the couples wishes to utilize another form of Pre-marital Counseling, that must be approved in writing at least 90 days before the Ceremony. This is not required for vow renewals.
4. Services are offered without discrimination of race, religion, age, gender, ancestry, disability, status, political beliefs, or sexual orientation.

Licensed Mental Health Counselor

## PAYMENT TERMS:

1. A \$100 Retainer is required to reserve a date and is non-refundable. Your Retainer amount paid will apply towards the total balance due.

2. Payment of the balance due is required one (1) week prior to your wedding day, per the terms and payment schedule offered in this Agreement. The Couple will be charged an additional \$25 fee for late payments. Late payments may be accepted with written advance approval.

balance due: \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

3. Payments and retainers will only be accepted in US Dollars in the form of cash, check, credit or debit card. There will be a \$50.00 fee charged for all returned checks. Checks should be written to "Brooke-Randolph"

4. The Ceremony Fee is \$300.

5. For venues less than 10 miles from the above address, no travel fee will be charged. For venues greater than 10 miles but less than 100 miles from the above address, a travel fee of \$1 per miles will be included. For venues greater than 100 miles from the above address, a travel fee will be assessed on a case by case basis.

6. All contracts include one (1) 60 minute ceremony planning meeting. This planning meeting allows for the Couple to communicate their tastes and beliefs in person to the Officiant, as well as for both parties to become better acquainted. Without a planning meeting, the Officiant's ability to write and execute a ceremony according to the Couple's wishes is greatly diminished. For this reason, Brooke-Randolph, LLC will make no written or verbal warranty regarding the quality and/or accuracy of their services provided if the Couple does not meet with their Officiant in advance. This meeting should take place at least two (2) weeks prior to your wedding. If additional meetings are requested, these will be billed at \$100 per hour.

7. If the Officiant is requested for the Rehearsal, an additional \$150 fee applies, and additional travel fees may also apply. There is no guarantee that the Officiant will be available for your Rehearsal until the date and time have been confirmed in writing.

## CANCELLATION:

1. This Agreement cannot be cancelled or modified except in writing by either the Couple and/or the Agency.

2. Refunds of any balance paid to date, excluding the Retainer, will be determined at the discretion of the Agency, according to the circumstances for the cancellation and accounting for any services which have already been rendered to the Couple (personalized ceremonies, additional meetings, rehearsals, etc). If cancellation is initiated by the Couple less than 30 days prior to the scheduled wedding date, the full balance will still be due to the Agency and will be considered non-refundable.

3. Rescheduling for events postponed due to inclement weather shall be accommodated whenever possible. Rescheduled events are subject to availability.

4. If your event is postponed at least 30 days prior to the ceremony, any amount paid will be applied towards a future date and is not refundable.

Licensed Mental Health Counselor

## RESPONSIBILITIES:

1. The Agency will provide the Couple with a qualified Wedding Officiant, recognized as a legally ordained minister and authorized to legally solemnize marriages in the State of Indiana. Our Officiant will only perform marriage ceremonies in accordance with all applicable local, state and federal laws.
2. The Agency agrees to provide all of the services described above to the Couple, on the date(s) and at the location(s) described in this Agreement. We make no guarantee of any additional meetings or services beyond those services described in the Agreement, unless such services are requested in writing by the Couple and added as an addendum to this Agreement.
3. The Couple understands that they must obtain and provide a valid Indiana Marriage License at the appropriate jurisdiction for which the ceremony will be performed to their assigned Officiant to review and execute on the day of the ceremony. The Couple has been informed and fully understands that if a valid marriage license is not presented with government issued identification to the Officiant before the ceremony is performed, the Officiant cannot perform a legally valid marriage ceremony. This is not required for vow renewals.
4. Upon presenting a valid marriage license to the Officiant, the couple will sign the official marriage certificate. The responsibility for filing this certificate with the county clerk's office is solely that of the Officiant. The Officiant is legally obligated to return the completed License to the County Clerk's office where the License was obtained by the Couple within 30 days of the wedding ceremony. This is not required for vow renewals.
5. The Agency will provide to the couple at least four (4) weeks in advance of the Ceremony written options for the Ceremony. This responsibility is void if the contract is signed less than four (4) full weeks advance of the Ceremony.
6. Any final ceremony revisions, service revisions and/or requests must be submitted in writing no later than one (1) week prior to the wedding.
7. This Agreement provides writing and officiant services in English only. The Couple is responsible for providing translation services as needed.
8. The Couple agrees to acknowledge the services being provided by the Officiant in a dignified and respectful manner. The Officiant reserves the right to cancel this agreement at any time for any reason (including the day of the event,) and retain a reasonable fee and all expenses, if it is due to the couple's and/or couple's friends, guests, family or other representative's behavior, actions or inactions. Aggressive, abusive, rude and/or obnoxious behavior will not be tolerated towards the Officiant, any staff or subcontractors.
9. The Couple is responsible to ensuring proper sound equipment (microphones, speakers, etc.) is provided for the ceremony.
10. If the Event includes a sand ceremony, unity candle, flower ceremony and/or any other special feature, the Couple is responsible for furnishing all equipment needed to perform such feature(s).
11. It is at the discretion of the Couple if they would like to invite the Officiant or the Officiant and spouse to the Reception. There is no responsibility or expectation for an invitation to the Reception. There is no guarantee that the Officiant or the Officiant and spouse will be able to join in the Reception if invited.

## SCHEDULING:

1. Delays of up to, but no more than, 15 minutes past the scheduled Ceremony and Rehearsal start times will be accommodated without any additional fees. That being said, the Agency asks that the Couple and all other vendors make every effort to adhere to the start time(s) outlined in this Agreement. If you are running late, please call and notify your Officiant immediately. Ceremonies or Rehearsals delayed more than 15 minutes, for any reason, will be charged an additional \$50 late fee. If the event is delayed for 45 minutes or more, an additional \$50 will be charged every 30 minutes thereafter. As the Officiant may have other commitments that same day, if your ceremony is delayed more than 45 minutes, we reserve the right to reschedule your ceremony to the Officiant's or Agency's next available opening.
2. The Agency will not provide any written or verbal promise in advance as to the exact length of time for your personalized ceremony. Your assigned Officiant may offer an estimate, but please note that other external factors (late guests, vendors, distractions, interruptions, weather, etc.) can affect the actual length of your ceremony.
3. The Couple acknowledges that the Officiant is not required to remain on the premises and/or provide any additional services following the ceremony and completion of your marriage license. As the Officiant may have other commitments the day of your wedding, the Couple agrees to sign the marriage license directly after the ceremony. The Couple is responsible to inform any other vendors (i.e. the photographer, videographer, caterer, DJ, etc.) of the need to complete the license after the ceremony, without delay.
4. The Couple acknowledges that the Officiant and/or Agency are not required to provide additional time, services or products without adequate compensation. Any additions to this Agreement will require a written request and an invoice for additional fees, payable immediately to the Agency, based upon the services and/or products requested by the Couple. Please submit a written Modification Request to [weddings@brooke-randolph.com](mailto:weddings@brooke-randolph.com). We will confirm the appropriate fees and terms to add an addendum to this Agreement and remit an Invoice to collect payment immediately.

## LIABILITIES:

1. The Couple acknowledges that the Agency's liability is limited to the amount received directly from the Couple for referral services.
2. The Officiant gives permission to the couple to use her likeness in any photographs, videos or other recording media in any manner for any purpose they wish. Likewise the Couple gives permission to Brooke-Randolph, LLC to use any images and stories from the Event for any means of promotion, including advertising and display on websites or blogs. in any photographs, videos or other media for marketing purposes. The Couple agrees that all photographs and videos taken by Agency staff during, before, or after the ceremony are purely non-professional, and the Couple authorizes the use of such photos by the Agency for promotional purposes, without restriction or compensation. The Couple waives any right to payment, royalties, or any other consideration for the use of the images or stories.
3. In the unlikely event that your Officiant is unable to perform the ceremony for any reason, the Agency will make every effort to provide a qualified replacement. If a replacement cannot be found, the Agency will make a full refund of any amount paid directly to the Couple. The Couple agrees that

the refund will be the full extent of damages they are entitled to, and no further damages may be sought against the Agency or any affiliated persons.

4. The Agency assumes no responsibility for injury, damages or losses incurred by the Couple or event attendees. The Agency also assumes no responsibility for any food, beverage, floral arrangements, decorative items, either personal or professional, brought by anyone prior to, during, or after the Event. The Couples agrees to be responsible for all guests and attendees at the event and the acts of the guests and attendees. The Couple agrees to pay for any and all injury or damages arising out of the event, except to the extent of any negligence or misconduct by Officiant.

**LIMITATION OF LIABILITY:**

Clients agree that to the fullest extent permitted by law, Officiant shall not be liable for any claims for emotional distress, mental anguish, consequential damages, lost profit, loss of enjoyment, lost revenues, replacement costs, compensatory damages and/or punitive damages, whether or not foreseeable and/or arising from any negligent act or omission on the part of any person. Officiant's liability for any claim, breach or damage by reason of any act or omission shall be limited to repayment of sums paid by the Couple only.

**INDEMNITY:**

The Couple agree to indemnify, defend and hold harmless Officiant and its employees, agents, independent contractors, officers, directors, members and/or managers for any injury, property damage, liability, claim or other cause of action arising out of and/or related to the actions of Couple or Couple's guests.

By signing below, we agree to the terms and conditions above on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signed: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Brooke Randolph, LMHC: \_\_\_\_\_

Licensed Mental Health Counselor