

# Terms of Booking for Adam Wright Ceremonies



Last Updated: [November 2023]

Thank you for choosing Adam Wright Ceremonies for your special event. Please carefully read and understand the following terms before proceeding with your booking.

## 1. Booking Process:

**1.1 Confirmation:** Your booking is confirmed upon receipt of a completed booking form and the required deposit. The deposit amount and payment details will be provided upon booking confirmation.

**1.2 Dates and Availability:** Booking dates are subject to availability. Please contact us in advance to confirm the availability of your desired date.

**1.3 Legal Status:** Please be aware that Celebrant-led wedding ceremonies do **not** currently have legal marriage status in England and Wales. To undertake the legal requirements, you must complete statutory registration at a Registry office or licensed premises. You must do this through your local registration services. The cost of this about £50:00 and is a separate fee paid directly to the Registry office.

## 2. Fees and Payment:

**2.1 Fee Structure:** Our fee structure will be outlined in the quotation provided upon inquiry. This includes fees for Wedding ceremonies, Vow renewals, Naming ceremonies, and any additional services requested. If a funeral service is arranged via a Funeral Director, they will arrange to pay the fee and charge you as part of their costs.

**2.2 Deposit:** A £100 non-refundable deposit, as specified in your quotation, is required to secure services for Weddings, Vow renewals Naming ceremonies and Master of ceremonies for your chosen date. (Refundable within the first 14 days only\*).

**2.3 Balance Payment:** The remaining balance is due 28 days before the event date. Failure to make the final payment by the specified date may result in the cancellation of our services. For funerals, if booking us (AWC) directly, the balance of the fee is payable three days prior to the ceremony.

## 3. Cancellation Policy:

### 3.1 Cancellation by Client:

In order to exercise your right to cancel, you must inform us of your decision in writing (letter sent by post or email). We will acknowledge cancellation.

### 3.2 Funerals and Memorials:

If our services are cancelled, you will be liable for costs relating to any work carried out. If the notice is less than three days, then the full fee will be charged.

**3.3 Weddings, Vow renewals, Naming ceremonies and Master of ceremonies:** You have a right to cancel our contract without giving any reason within **7 days** of entering into the contract. \*You will also receive your deposit back within this 'cooling off' period.

If you wish to cancel our services **after** 7 days, you must notify us in writing and the following cancellation fees will apply:

- Cancellation 12 months or more prior to the date – £100.00 deposit
- Cancellation 6 – 12 months prior to the date – 50% of total fee
- Cancellation 3 – 6 months prior to the date – 75% of total fee
- Cancellation 3 months or less prior to the date – 100% of total fee

**3.4 Refund Processing:** Refunds, when applicable, will be processed within 21 days of receiving a written cancellation notice.

**3.5 Force Majeure:** In the event of circumstances beyond our control, such as natural disasters, extreme weather, or other unforeseen incidents, we reserve the right to cancel or reschedule the event. In such cases, a full refund (including the deposit) will be provided.

#### 4. Additional Fees:

**4.1 Travel Expenses:** My prices are based on travelling within a 20-mile radius of Burton on Trent Staffordshire. Additional mileage is charged at £0.60p per mile. I am happy to travel throughout the UK. If the venue/ceremony location is over 100 miles away, an overnight stay is suggested. Cost price for an overnight stay in a hotel, if required will be charged. This and any additional travel expenses will be detailed in your quotation.

**4.2 Overtime Fees:** If your event extends beyond the agreed time frame, additional fees may be charged. Any overtime fees will be communicated in advance.

#### 5. Changes to the Agreement:

Changes to the agreement, including date changes and additional services, must be communicated in writing and are subject to availability and agreement on revised fees.

#### 6. Contact Information:

If you have any questions or concerns about our Terms of Booking, please contact us at [adam@adamwrightceremonies.co.uk](mailto:adam@adamwrightceremonies.co.uk) or call 07976 442202.

By proceeding with your booking, you acknowledge that you have read, understood, and agreed to these terms. Thank you for choosing AWC for your special occasion.

#### 7. Limitations of Liability

Adam Wright Ceremonies will not be liable for loss whether consequential or otherwise if for any reason the Website is unavailable at any time or for any period or for any loss whatsoever arising from any inaccuracy or from information that is out of date or incomplete.

