

# Quick Sign Officiant Contract

## *Quick Sign Service Agreement and Confirmation*

In consideration of the mutual covenants and agreement herein contained, *The Officiant* and *The Couple* hereby agree to the following terms and conditions: **THE OFFICIANT'S RESPONSIBILITIES:**

1. *The Officiant* shall meet with *The Couple* on the day included in their online booking form (based on confirmed availability).
2. *The Officiant* warrants that he is a professional officiant, recognized as a legally ordained minister, fully qualified to officiate wedding ceremonies and solemnize the rites of all marriages in the Commonwealth of Virginia.
3. *The Officiant* will provide the following services under the terms of this agreement:
  - A preliminary confirmation reserving the date, time and location of the quick sign service as indicated above will be sent via email to *The Couple*.
  - *The Officiant* shall complete and execute the marriage license and file (mail) said license in accordance with the instructions set forth by the jurisdiction from where the license was obtained.

## **THE COUPLE'S RESPONSIBILITIES:**

1. *The Couple* understands that they must obtain a Marriage License at the appropriate jurisdiction for which the service will be performed and shall provide said Marriage License to *The Officiant* to review and execute on the day of the service. *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 service is performed, *The Officiant* cannot perform a legally valid marriage service.
2. *The Couple* understands that a Quick Sign service is strictly the legal signing of marriage licenses and does not include a ceremony or service script. Upon request, *The Officiant* may provide a standard script to be used in the case of someone else performing an actual ceremony for *The Couple* if *The Officiant* has been hired to perform the Quick Sign Service.
3. *The Couple* shall not change the date, time or location of the Quick Sign Service as listed in paragraph 1 of this agreement without first contacting and advising *The*

*Officiant* of said change so as to determine if *The Officiant* is still available to perform the service. *The Couple* also understands and recognizes that *The Officiant* performs other wedding ceremonies for other couples and such change of date, time, or location without first notifying *The Officiant*, or any excessive lateness (30 minutes & over) of the originally scheduled wedding ceremony time may prevent *The Officiant* from performing the ceremony. If *The Couple* does change the date, time, or location of the scheduled quick sign service, and *The Officiant* is unavailable to perform the service, then *The Officiant* reserves the right to cancel the completion of the service, and shall in no way be held responsible or liable in any manner whatsoever for non-performance.

4. If *The Officiant* can still perform the quick sign service on the new date, time, and location, then this agreement shall be canceled and a new agreement entered into reflecting the new date, time and location.

5. *The Couple* agrees to pay *The Officiant* a service fee of \$75.00 plus any mutually agreed upon additional services and/or travel expenses outside the 5-mile radius of 9387 Windsor Shade Dr. Mechanicsville, VA 23116. To reserve the above date, a NON-REFUNDABLE deposit in the amount of \$25.00 shall be remitted with this agreement (made payable by using Apple Pay [8043634424], Zelle [8043634424], Venmo [@Jason-Helmlinger], PayPal (pastorjhelmlinger@comcast.net ). The balance of the ceremony fee remaining, in the amount of \$50.00\* (plus any add-on or travel expenses), must be paid in the form of cash, cashier's check, money order, Apple Pay, Zelle, Venmo, or PayPal no later than one week prior to the ceremony date (cash payments may be made at the time of the service). If payment is not received at least 7 days before the service date, then time and date reservations may be cancelled and may be booked by other parties, at *The Officiant's* discretion. ***Any services booked within 7 days of the service date require full payment to be made upon booking.***

· A deposit of \$25.00 must be paid in advance and is required, along with a signed contract, to book a date and time for a Quick Sign service. Deposits are not refundable should the service appointment be canceled for any reason. This deposit may be applied to rescheduled services.

· You will receive a notice (via email) acknowledging receipt of the deposit and confirming your booking date and time.

**REFUSAL:** *The Officiant* reserves the right to refuse any request for a reservation and further reserves the right to refuse to perform any service that he/she is not comfortable with, even though a reservation was accepted. If a wedding service that has been reserved is not performed, then a refund shall be due in the same form it was received.

**HOLIDAYS:** Services booked on any of the following holidays include an additional \$50.00 convenience fee unless otherwise agreed upon between *The Service Provider* and *The Couple*: New Year's Day, Easter, Memorial Day, July 04, Labor Day, Thanksgiving, Christmas Day, New Year's Eve.

**LATE FEES:** *The Officiant* may waive the late fee charge, at his/her discretion. No refund will be given if *The Officiant* is not able to perform the ceremony because of any delays beyond the stipulated time period. Neither shall All Things Marriage RVA or Jason Helmlinger be held liable for any costs of the ceremony or reception, or damages of any kind. *The Officiant* will charge an additional \$50.00 per half hour if required to wait more than 29 minutes past the scheduled starting time. Said fee is due prior to the signing of the marriage license. The ability of *The Officiant* to wait more than 30 minutes will be solely at her discretion. If *The Couple* wishes to void this clause and reserve *The Officiant's* services for the entire day, there will be an additional \$200.00 charge, and this must be agreed upon according to the availability of *The Officiant* at the time of contract signing.

**TRAVEL AND EXPENSES:** Any travel of over 5 miles (one way) from *The Officiant's* home address shall be charged at \$1.00 per mile (round trip). Mileage will be determined using Google Maps. All toll expenses are also the responsibility of *The Couple*. Quick Sign Services are only provided in the cities of Richmond, Hanover, Henrico, and Chesterfield. All travel expenses should be included in the total ceremony cost and need to be paid no later than 7 days prior to the ceremony. All parking and entrance fees to the venue are to be paid by *The Couple* and shall be included in the total ceremony cost and shall be paid no. later than 7 days prior to the ceremony.

#### **GENERAL PROVISIONS:**

1. *The Officiant* shall arrive at the agreed upon location no less than 5 minutes prior to the time of the service. *The Couple* fully understands and agrees that *The Officiant* shall not be responsible or held liable in the event *The Officiant* is prohibited from performing *The Couple's* Quick Sign Service due to illness, hospitalization, auto accident, transportation breakdown/disruption, traffic difficulties, acts of God such as hurricanes or inclement weather or other unforeseen incapacitation or other cause of non-arrival on the day of the ceremony. *The Officiant* will make every attempt to notify *The Couple* and to provide a substitute Officiant who can perform a Quick Sign Service if time and resources permit. In any event, *The Officiant*, their agents and assigns shall NOT be held liable for any compensation or any damages (including punitive) due to non-performance of any ceremony/function resulting from such incapacitations, non-arrival, errors and/or omissions of any type.

2. *The Couple* gives permission and shall allow *The Officiant* to post a photograph(s) of them on *The Officiant's* website and/or social media platforms for

viewing by the internet community. *The Couple* acknowledges that this is for promotional purposes only and they do not expect to receive any compensation of any kind. There shall be no expiration for this permission.

3. *The Officiant* gives permission and shall allow *The Couple* to use any photographs, videos, or other recording media in which *The Officiant* is in, or part of, in any manner or for any purpose they wish unless specifically requested otherwise by *The Couple*.

4. This agreement and attachments constitute the entire agreement between the parties and may not be modified except in writing signed by both parties or by the acknowledgment of email received by both parties. No other representations or promises have been made except those that are set out in this agreement.

If any part of this agreement is adjudged invalid, illegal, or unenforceable, the remaining parts shall not be affected and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto agree to the terms and conditions as described above and have caused this contract to be signed on the dates indicated in the online booking form, but effective as of the effective date.