



# Celebrations

by Cate

## Information & Terms and Conditions

### Legal Documents

When Signing the Notice of Intended Marriage:

Original documents are required to be presented at the time of completion of the Notice of Intended Marriage – or sent with the NOIM if completed elsewhere.

Documents to be supplied for viewing:

- ❖ Photo ID (passport or drivers licence) - A photograph or electronic copy of the original is acceptable
- ❖ A passport or a birth certificate - photograph or electronic copy of the original is acceptable.  
An expired passport is acceptable, a cancelled passport is not.
- ❖ If previously married - A divorce certificate (this does not need to be an original, it can be a certified copy, electronic copy or a fax)
- ❖ If you have changed your name - A change of name document along with a birth certificate (if born in Australia) is required.
- ❖ Documentation must be in English language or translated by a NATI accredited translator.
- ❖ Any other documentation you think applicable in legalising your wedding
- ❖ If you are unable or it is impracticable to obtain any of the above mentioned documents, a statutory declaration must be completed with exact reasons and details and signed by a solicitor.
- ❖ Documentation must show place and date of birth

The Notice of Intent to Marry documents must be held by the celebrant ONE month prior to the wedding day.

- ❖ Ask me about shortening of time
- ❖ Ask me if only one of you is available one month prior to sign this document
- ❖ Ask me if you are unable to attend a meeting with me until closer to the wedding date
- ❖ Ask me if you need information about a Spouse Visa

Before you get married I will ask you to fill out and sign the Declaration of 'No Legal Impediment to Marriage' form.

It is a requirement that this is signed before the ceremony begins. I would suggest this document is signed approximately one week prior to your wedding at your rehearsal meeting.

On your wedding day, you & your 2 witnesses (over the age of 18), will be signing 3 different forms.

- ❖ A Marriage Certificate
- ❖ A Ceremony Certificate
- ❖ A Marriage Register

Your marriage certificate will be obtained after all the documentation has been supplied by myself to Births Deaths and Marriages (BDM). It is your choice to get the document yourself or request that I have it sent to you after the wedding. The BDM charges a fee for the certificate, and you have a choice of a standard design or a fancy commemorative certificate.

If you would like me to arrange the certificate, please ask me.

The cost is currently \$60 for standard design and \$87 for commemorative design package from the BDM. If they are not ordered at the time of registration the commemorative certificate is \$41 alone. See the designs on the link below:

<https://www.bdm.nsw.gov.au/Pages/marriages-relationships/marriage-certificate.aspx>.

I am required by law to offer you Marriage Guidance Advice or Marriage Education.

Even if you have been together for a while, it is highly recommended that, as a couple you talk to these professionals. Though the ups and downs of life, having the tools to assist you through difficult times can be very helpful.

You will find a list of resources on my Website under Client area - password: Weddingdayhelp

You will be handed a brochure at your consultation "Happily Ever Before and After" Please read carefully for important information about your marriage.

Our commitment to each other:

Time:

I will arrive a minimum of 30 minutes prior to the time the wedding is due to commence.

I will allow 2 hours from time of arrival to leaving, this is to make provision for other commitments.

Please be as prompt as possible. I am under no obligation to stay past the time agreed on this document.

- ❖ 30 mins set up
- ❖ Up to 30 mins waiting for the bride to arrive – I would appreciate being kept informed of any delays. Further delays will incur an additional cost.\*
- ❖ 30 mins ceremony
- ❖ 30 mins packing up

\*Further delays will be charged at \$100 per hour or part there of, or dependent on circumstance.

Ten minutes is late enough, on time is even better!

Variations

If unforeseen circumstances beyond my control require me to make necessary changes to your wedding progresses, I reserve the right to do so. If it is necessary to use another celebrant, I will endeavour to ensure the celebrant I chose has similar values and the code of conduct to deliver your ceremony exactly as it has been designed

If I am unable to find a replacement celebrant, which is highly unlikely, you will be reimbursed in full and I will make every effort to ensure the legal part of the ceremony takes place as soon as practicable at no cost to you.

If I am late, you will receive \$100 per hour or part thereof refunded to you for my delay.

Weather:

It is advisable to have a plan B (inside venue) if your first choice is in the open.

Weather is unpredictable: Please note, I cannot use my PA if there is light rain and all documents must be signed under cover. I am able to arrange a canopy for light

rain if required for \$50.00.

You may also require this canopy or umbrella in severe heat. Please let me know. I have a beautiful Balinese umbrella for these circumstances.

In heavy rain, big winds or scorching heat, it would be preferable to use the indoor venue. For the comfort of your guests and yourselves. Wind can also be troublesome with the PA. I do have mufflers and wind socks on the mics, which does help, but cannot ensure perfect sound.

#### Complaints:

Should you encounter any problems we would always hope that you would feel comfortable to speak with me personally in the first instance. I will do my best to work with you to resolve any issues. There is a complaints procedure you may use if you feel you cannot come to me directly.

[Complaints procedure information](#)

#### Insurance:

As a member of the Australian Federation of Marriage Celebrants (AFCC), I hold Public Liability insurance

#### Music:

As a member of the Australian Federation of Marriage Celebrants (AFCC), I hold a licence with APRA to play music at your wedding.

#### Poems and Prose:

It is respectful to contact the author of a poem or prose if they are available to get permission to use their work. Many pieces are old or the author is unknown.

#### Preparing your vows and story

I will endeavour to ensure your personalised story and your script is complete at least 4 days prior to the wedding.

Please make it your responsibility to correct anything you do not like in the script by 3 days before the wedding.

I will ensure the script and story are exactly what you would like. This is your wedding and I will perform it your way.

Please also make it your responsibility to give me your vows 3 days before your wedding so I have time to copy and laminate them for you.

If you are unable to get me your vows 3 days prior to your wedding, it may be necessary for you to bring them on the day.

Please try and prevent anyone bringing scraps of paper to read from as these won't look very good in the photos.

### Unusual Venues & Adventure Weddings:

I am happy to perform your wedding in almost any venue. In Snow, In or On Water or Up a mountain.

Hot air balloon, Under water SCUBA diving or after a Tandem free-fall or an abseil to a remote spot.

Any adventure wedding will be covered by you for both the adventure, the equipment & the accommodation. The company arranging these adventures must have adequate public insurance for both your and my safety.

Please make sure all efforts are made to secure the safety of all involved, especially where children are invited.

My experience: Underwater - I have a PADI diving licence but will require professional equipment and a dive master present for safety of all underwater, Skydiving - I am happy to join you in a professionally arranged tandem jump with a qualified skydiver, I have done a few jumps in my life-time.

Hot air balloon with a professional pilot.

Harbour bridge climb vows?

Name your adventure and I will do my best to accommodate your request.

### Safety:

Some guests may have high heel shoes on; some guests may be frail or disabled so plan for a clear, level area for the wedding party and guests.

I am happy to perform weddings on a boat. Please remind your guests to bring a spare pair of flat shoes.

There are all sorts of possible hazards in the Bush so take appropriate precautions and have first aid and emergency plans in place.

If I deem the area unsafe, I will request a change of venue or safety equipment to be installed.

All children to be kept close to their parents where there are any risks to their safety.

Be aware, as much as you are able, of your guest's limitations - Long walks on un-level ground for the elderly, asthmatics, guests with allergies to bee's or wasps etc. Anaphylaxis to foods if you are having snacks at the ceremony.

Weddings starting from light to dark or dark to light - ensure adequate torch light is available for guests.

### Weddings at unusual times & places:

Sunrise, Sunset, even Midnight if you prefer.

I am happy to do remote weddings so long as transport to the area and back to my car is arranged at your expense.

I am happy to fly anywhere in Australian land or air space to perform a wedding, so long as my travel expenses & accommodation are covered in a pre-arranged fee.

I am happy to do surprise weddings, so long as important people are notified. Bride, groom, witnesses and possibly parents where applicable.

I am happy to dress in the theme you wish. The hire of a costume if required will be added to the fee.

### Please Keep in mind:

Sunblock

Umbrellas for sun or rain

Bug spray

Seating for those in need

Blankets if the weather is cool. (People often forget to bring coats)

I carry, some large white umbrella's and some small blankets - Please return these after the wedding or pay for them if your guests take them home.

## Fees & Payment Schedule:

The non-refundable deposit - or full fee - is payable at the time of confirming your booking. Any balance is due a month before your wedding date. A discount of \$45 is deducted if the fee is paid in full when the booking is confirmed.

Or if you have been referred by a friend of mine or client.

\$30 discount is offered for payment in cash.

All payments to please be made one week prior to the wedding date unless otherwise arranged. On rehearsal date is the best.

Fees forfeited for cancellation are as follows:

1. within 3 months of wedding date - 50% of Celebrant Fee;
2. within 1 month - 80% of Celebrant Fee;
3. within 2 weeks - 90% of Celebrant Fee;
4. within 1 week - 100% of Celebrant Fee.
5. Add to the above any special expenses paid by Celebrant, such as gate fees, parking fees, theme clothing, travel expenses over 50km return journey from Freshwater to be negotiated.

## Delay to ceremony start and finish:

6. For every hour or part thereof before the agreed starting or past the finishing time \$100 or part thereof will be invoiced.
7. In the case of postponement on the day, due to unforeseen circumstances, I will agree to do the wedding at another time for an additional \$200.
8. Please note, GST will not be added to the final agreed amount.

## Flexibility:

You appreciate and acknowledge that the nature of an outdoor wedding requires a level of flexibility. Rain, High winds, Severe Heat or Cold may require the wedding to take place in a pre-arranged indoor location or at a different time. I am flexible to move locations and willing to give lea-way within 4 hours of the wedding before or after the given time in order to make you wedding happen on your chosen day.

The time variant does not apply on a normal day and an additional fee will be applied for every hour over the time the wedding was due to occur. \$100 per hour over the given time.

If there is not an in-door venue and the date needs to change, an additional fee will apply negotiable with discussion.

See my schedule of fees for breakdown of costs and price packages

Important Tips:

Wedding nerves can sometimes require something to help you relax, please remember I am not permitted, by law, to marry you if you are intoxicated or under the influence of drugs.

Remember the comfort of your guests, wedding party and Celebrant on the day. Don't let them swelter, become dehydrated, freeze or drink too much on pre-ceremony drinks!

Don't let them get sunburnt, tired and aching feet, or even become saturated or wind swept, while waiting for the Bridal party to arrive.

Privacy:

Why I collect this information from you and what we do with it:

I collect various information from you primarily for the purpose of legalising your wedding ceremony with the Australian Government.

Also to provide professional, personalised and safe services to you.

Your personal information is stored in a way that will reasonably be protected from misuse and loss. It will be securely destroyed when it is no longer required or necessary by law. As a celebrant I am required to keep your information on file for 6 years before it is destroyed.

In the case of my leaving the celebrant business by choice or death. I have arranged that your personal information is stored securely until no longer required by law.

Thank you and I look forward to  
making your wedding a wonderful and happy occasion.  
Call me for any advice on your marriage.

Cate Brockbank - 0421 389 925 - [www.celebrationsbycate.com.au](http://www.celebrationsbycate.com.au)

Whatsapp: 0421389925, Skype: catebrockbank, [Facebook page:](#)



Photo release permission:

Please tick and sign if you are/are not happy for me to include photographs of you in future social media, web or promotional material.

Conversely, I am happy for you to share any photos with my photograph on your Facebook page with your friends and family.

Before and after your ceremony, I will may take some happy-snap photos with my camera of your wedding.

I will chose only the best photos to use on my media.

If you would like copies of these photos, please supply a USB and I will download the photos for you free of charge.

YES, we give our permission to take photos and add to Celebrations by Cate media –

NO, we do NOT give our permission to take photos and add to Celebrations by Cate media –

Name and Signature: .....

Comments or instructions:

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Please return this page to me at the rehearsal or verbalise your request.