**Booking & Payment**

In order to secure your booking I will require a completed booking form and relevant booking fee.

A booking fee of 20% is required to save the date (this is non-refundable and will protect your date).

Further fees of 55% become due after full face to face consultation (at this stage the writing begins).

Remaining 25% due 6 weeks before the day of ceremony.

**Price includes:**

* A face to face meeting at a mutually convenient location will be arranged to discuss your ceremony and ideas. At this meeting I will compile full notes in order to allow me to write a bespoke ceremony that suits your needs and vision. (Allow approx. 2 hours)
* Draft copies of your ceremony in order for you to review and make any changes necessary. Please note I allow unlimited changes to your script but only a maximum of 2 unique scripts are included in your fees. If you ask me to re-write the whole script this is classed as 2 unique scripts.
* Full de-brief ahead of the day to discuss a virtual run through (on phone/video link)
* My attendance at the venue on the day of the ceremony, at least 1 hour before the booked start time, to ensure the venue is arranged as agreed and any props for the ceremony are in place.
* Officiating your ceremony on the day.
* Use of my PA equipment if required.
* A commemorative certificate if required.
* A beautifully printed version of the full script will be sent to you after your ceremony.

**Additional Fees**

Additional fees may be required to cover travel time outside of the Herts, Beds, Bucks borders or for any rehearsals required before the event. In any case, these fees will always be discussed in advance as required.

I reserve the right to charge additional fees if the ceremony starts later than 30 mins from the allotted time, charged at a rate of £50 per hour.

Failure to pay the balances of your booking will result in you not receiving the final script and/or me not officiating the ceremony on your wedding day. (Subject to which payment stage is required)

**Cancellation/Postponement**

Should you wish to cancel your ceremony, the booking fee is non-refundable. Further fees that have been paid shall be subject to refund purely based on the percentage of work that has been carried out at the time of cancellation.

The balance of 25% is the cost of me attending and officiating your ceremony so this proportion would be non-refundable if you cancel with less than 6 weeks’ notice.

Should you wish to postpone your ceremony, a new date shall be honoured as long as there is availability to do so within 12 months of the original date of ceremony. If my fees have been increased since your booking this will be subject to payment of the difference in fees.

In this case, you should discuss dates with me in order to ensure I can honour your requests, otherwise the above cancellation fees will apply.

**In the unlikely event that I need to cancel your booking**

I would do everything within my power to source a replacement Celebrant for your day and supply them with all script work that has been written to date. The balance of fees would be discussed with you and future payments would be made to the replacement Celebrant. If full payment has been received it would be my responsibility to pay the replacement Celebrant from the fees already paid.

I must stress I would make cancellations only in very extreme cases or under the nature of force majeure.

**Data Protection**

The protection of your personal details are important to me. Please read the Privacy Policy which can be located on my website (on the contacts page). By consenting to this privacy notice you are giving me permission to process your personal data specifically for the purposes identified within my privacy policy.

**Copyright & Confidentiality**

The copyright of your bespoke ceremony is held by Kelly Hawes. Any ceremony examples, drafts or final scripts provided by me must be kept confidential both before and after the event and may not be shared, copied or passed to any third party without my express written permission. Likewise I will not disclose any of your ceremony to any third party without your express written permission.

**Legal**

If your booking relates to a wedding celebration ceremony, commitment ceremony or partnership ceremony please be aware that this is **not** a legal marriage. A legal marriage must take place separately to the ceremony. This point will also be made clear during any ceremony that is to take place so no guest is ever under the impression that it is a legal marriage or partnership.

I operate under UK Law.