

### CONTRACT FOR PROFESSIONAL SERVICES

The following is a contract between Joyful Promises, a division of WordCrafters, Inc., and (“the Couple”):

**Bride:** \_\_\_\_\_

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

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Groom:** \_\_\_\_\_

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

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Couple’s Address After Wedding:**  Bride’s Address above  Groom’s Address above  See address below

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

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Person Financially Responsible for Fees** (if not Bride or Groom):

Name: \_\_\_\_\_ Relationship to Bride/Groom: \_\_\_\_\_

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

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Ceremony Venue:**  Indoor  Outdoor\*

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*Alternate Venue in the Event of Inclement Weather** (required for outdoor weddings):

Location (if different from ceremony venue): \_\_\_\_\_

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

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



**Rehearsal (if applicable):**

Rehearsal to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_.

Location (if different from ceremony venue): \_\_\_\_\_

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

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Fees:**

Standard Ceremony: \$375.00 \_\_\_\_\_

"Short & Sweet" Ceremony \$125.00 \_\_\_\_\_

Mileage: \_\_\_\_\_ miles from Joyful Promises office X \$0.50/mile per Mapquest: \_\_\_\_\_

**Options:**

Custom vows: \$100.00 \_\_\_\_\_

Other: \_\_\_\_\_: \_\_\_\_\_

**Subtotal:** \_\_\_\_\_

Discount (specify): \_\_\_\_\_: \_\_\_\_\_

**Total due:** \_\_\_\_\_

Less 50% non-refundable deposit due at signing: \_\_\_\_\_

**Balance due:** \_\_\_\_\_

**Terms and Conditions**

**Joyful Promises will provide the following services:**

The following celebrant of Joyful Promises, \_\_\_\_\_ ;

being duly authorized to solemnize marriages according to the laws of Illinois; on the \_\_\_\_\_ day of

\_\_\_\_\_, 201\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ in the city of \_\_\_\_\_,

in the county of \_\_\_\_\_, Illinois, will officiate and solemnize the marriage of the abovementioned

Bride and Groom, according to the terms and conditions herein.

**Also included:**

- Crafting and preparation of your personalized service, and all communication and meetings necessary to do so, as appropriate. Does not include totally custom vows, unless specified elsewhere herein.
- Availability for questions and concerns regarding any aspect of your wedding planning
- Conducting the rehearsal (*Standard Ceremony package only*)
- Early arrival at the wedding venue on the day 30 minutes in advance of the ceremony.
- Officiating at your ceremony
- Keepsake wedding folder that includes a printed copy of the complete wedding vows
- Substitute officiant in the event of illness or emergency of originally specified officiant.

**Marriage License.** The marriage license must be issued by the county in which the ceremony takes place. Joyful Promises will file the marriage license per Illinois statute. The Couple must designate a representative who will provide the marriage license to the officiant prior to the ceremony:

Name \_\_\_\_\_

Relationship to Couple/Role this person plays in the ceremony: \_\_\_\_\_

**Delayed Ceremony.** Joyful Promises reserves the right to bill a late charge for ceremonies that begin more than thirty minutes after the planned start time. In the very unlikely event an extremely excessive delay results in the

officiant's schedule making it impossible for him/her to remain on-site, the Couple is still responsible for the full officiating fee and may incur an additional late charge dependent upon the length of time the officiant waited before having to leave. The Couple will be sent an invoice for the late charge payable within thirty days per the fee schedule below.

30-45 minutes	\$ 50	60-75 minutes	\$150
45-60 minutes	\$100	75-90 minutes	\$200

**Payment.** A 50% non-refundable deposit is due at the time the contract is signed. The balance is due 10 business days before the ceremony. Payment may be made by cash, money order, personal check, a major credit card (Visa, Mastercard, American Express, or Discover), or Paypal. Paypal payments may be made on the [www.joyfulpromises.com](http://www.joyfulpromises.com) website. Joyful Promises does not accept eChecks. There will be a \$35.00 fee for any checks returned for non-sufficient funds. Please make checks payable to "Joyful Promises".

*Note:* Joyful Promises will not accept personal checks in the event of an elopement or other circumstance in which the ceremony takes place less than 10 business days after the contract is signed. Joyful Promises will not accept credit cards in the event that the ceremony takes place less than five business days after the contract is signed.

**Cancellation.** Although it happens rarely, there are times a Couple may have to cancel their contract for any number of reasons. Written notice of cancellation is required. Communication via email or regular post is acceptable notification.

The contracted deposit is considered non-refundable as it guarantees the date and time of the ceremony and thus Joyful Promises declines any other business for that date and time while the contract is active. When a ceremony is cancelled, the date is cleared and Joyful Promises will again speak to other couples who inquire about that same date and general time period.

*In the event the date is rebooked:* the original deposit from the Couple who cancelled will be refunded. The re-booking does not need to be for the exact time of the original wedding. Simply rebooking a ceremony for the same day may suffice.

*In the event the date is not rebooked:* In these instances, Joyful Promises will take several factors into consideration regarding a refund of the deposit. The factors include, but are not limited to, the demand for the time period in question and how far in advance Joyful Promises has had the opportunity to rebook. (For example, Joyful Promises may reserve the right to keep a deposit if we have had to turn down several requests while the contract was active, but do not have adequate time to rebook after the cancellation. On the other hand, Joyful Promises may refund a deposit if we have had time to receive subsequent inquiries after a cancellation even though they did not result in a booking.) Joyful Promises does reserve the right to deduct incurred expenses from any deposit.

**Limits.** This Contract contains the entire agreement of the parties, and is governed by the laws of the State of Illinois. There are no other promises or conditions in any other agreement, whether oral or written. Any changes to the terms and/or conditions specified herein must be made in writing and agreed upon by both parties before those changes are initiated.

Respectfully submitted by:



Martha M. Barton, President  
WordCrafters, Inc.

Joyful Promises is a division of WordCrafters, Inc.

**Acceptance**

Once accepted and signed, this document becomes a binding Contract between all parties. The undersigned certifies that he/she is authorized to enter into this agreement with Joyful Promises, a division of WordCrafters, Inc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

**Method of Payment:**

Cash    Check # \_\_\_\_\_    Money Order    Credit Card\*    Paypal

\* Credit Card:  Visa    Mastercard    American Express    Discover

Card Number \_\_\_\_\_ Exp \_\_\_\_/\_\_\_\_ CVV \_\_\_\_\_

Name on Card (*please print*) \_\_\_\_\_

Signature \_\_\_\_\_