



Your Special Ceremony



## BOOKING FORM

Jacqui Tillyard –

Wedding Celebrant

25 Westerby Lane, Smeeton Westerby Leics, LE8 0RA

MOBILE: 07747 471145

EMAIL: jacqui@jacquittillyard.co.uk

[www.YourSpecialCeremony.co.uk](http://www.YourSpecialCeremony.co.uk)

***To secure a firm booking for your ceremony at the time & place of your choice (subject to availability,) Please send a non-refundable booking fee of £100 with this completed form. Payment may be made by cash, cheque or bank transfer. A receipt will be issued on clearance of payment.***

	BRIDE	GROOM
FULL NAMES		
ADDRESS		
HOME PHONE		
MOBILE		
EMAIL		
SOCIAL MEDIA		
WEDDING DATE		WEDDING DAY
WILL YOU BE GIVEN AWAY? Y / N		Name of Person giving you away
WEDDING STARTING TIME:		
WEDDING VENUE: (full address)		
ALTERNATIVE WET WEATHER VENUE:		
FIRST WITNESS NAME:		
SECOND WITNESS NAME:		
NUMBER OF PEOPLE ATTENDING CEREMONY (APPROX):		
NUMBER OF PEOPLE IN WEDDING PARTY:		
REHEARSAL REQUIRED Y/N	REHEARSAL DATE :	



### **REFUND & PAYMENT POLICY**

A £100.00 non-refundable deposit, is payable within 7 days of the first meeting to secure your booking.

**Final payment to be made 4 weeks prior to the ceremony.**

In the event that my services are cancelled within 1 week of the ceremony, there will be no refund.

In the event that I have to cancel my services, money will be refunded in full. In the event that some of my services are not required, there will be no reduction in the total cost.

### **Payment by cash, cheque to address above or paid via Bank Transfer**

Sort code 40 -47- 84  
Acct 41302809  
Name J. A. Tillyard  
All Fees payable to J Tillyard

### **By signing this document we acknowledge and agree to:**

- The fee, as discussed at the initial meeting, for Jacqui Tillyard (Celebrant) to design and deliver our wedding.
- We will complete this Ceremony Booking Form at the first meeting, or within 7 days of our first meeting, in order to secure our booking on the time and date of our choice.
- Our tentative booking will lapse after 7 days if the Ceremony Booking form and non-refundable deposit is not received.
- Travel by the Celebrant over 50 miles from residence in Leicestershire is an additional fee to be charged at 45 pence per mile. This applies to both rehearsal and ceremony.
- If required, suitable accommodation for the Celebrant will incur an additional charge.
- The ceremony will not take place if all of the required documents have not been sighted and all the relevant documents signed within the legally required time.
- The total fee **MUST** be paid with 30 days prior to the ceremony.

SIGNATURE OF BRIDE \_\_\_\_\_ DATE

SIGNATURE OF GROOM \_\_\_\_\_ DATE