

CONTRACT

**Rev. Dr. Susan Kennedy * 2 Wild Iris Way * Greensboro, NC * 27410
* 336 323 6688 * 336 456 7777 ***

I hereby hire Reverend Dr. Susan Kennedy to create & perform my ceremony at _____ (exact location) in _____(town & state) on _____ (day/month/year) at ____ am/pm.

Enclosed is a (money order/personal check/cash) for \$300.00. I understand Reverend Kennedy will advise me the amount due, if any, for travel, & that this amount will be due in cash prior to the ceremony.

We understand it is our responsibility as the couple getting married to do the following:

1. Obtain the marriage license &, 15 minutes prior to the ceremony, have two legal witnesses ready to sign the legal documents. A legal ceremony cannot be performed without license paperwork witnessed on-site.
2. Confirm with the Town Hall in the town where the ceremony will take place (1) whether or not there is a fee for a permit to use the beach for a wedding (you pay this fee); (2) whether all parts of the beach are available; (3) if there are time restrictions on the ceremony; (4) if there is ample parking near the ceremony, if you can reserve a certain number of parking spaces, & how to control those that you have reserved ; (5) for an evening wedding, find out when the tide is high (some places, the beach gets super narrow at high tide) & when the sun sets; (6) & any other issues.
3. Rental of any chairs, canopies or other furniture and décor.
4. Have, & inform Rev Kennedy ASAP, of your bad weather backup location for the same time & day. (Remember: I've had only ONE rainy day for an outdoor wedding in 12 years!)
5. If you're working with a hotel, items 2-4 should be handled by the hotel's Event Planner/Concierge.

Potential late fees:

I understand it is essential to Reverend Kennedy's schedule that we begin our ceremony promptly. I agree that, if we begin 20 minutes after the scheduled time, we will pay Reverend Kennedy \$50. If we begin up to 30 minutes after the scheduled time, that amount will be \$75. &, if we begin 45 minutes or later—IF Reverend Kennedy is able to wait—that amount will be an additional \$100. *All late fees must be paid in cash before the ceremony begins.*

If our ceremony is delayed for as much as 45+ minutes, which would prevent Reverend Kennedy from getting to her next wedding on time, Reverend Kennedy will do everything possible to reschedule for later that day or weekend, or as soon as mutually convenient. However, the original fee will have been forfeited.

In the case of severe illness or other unexpected postponement of our ceremony, we will give Reverend Kennedy as much notice as possible, & we will reschedule for a mutually convenient time. Proof of the illness or other delay is required from a physician by Reverend Kennedy for your fee to be applied to the new date.

If Reverend Kennedy is delayed by traffic, she will phone us with as much notice as possible to give her expected arrival time. If sickness or any unexpected event prevents Reverend Kennedy from performing our ceremony on the date & at the time scheduled, she agrees to do everything possible to find a substitute minister to perform our chosen ceremony in her place—but depending on amount of notice, there is no guarantee. However, if that happens (& it NEVER has!), your full fee will be refunded.

Name of Bride _____ cell () _____

Name of Groom _____ cell () _____

Wedding date and time _____

Exact location (ie Sunset Beach at 34th St entrance) _____

Tradition(s) chosen _____

Mailing address _____

Bride's email _____ Groom's email _____

Today's date _____

OFFICE USE:

Date received _____

Amount enclosed _____

Type of payment _____

Ceremony sent on (date) _____

Special requests (language, etc) _____

Rehearsals are rarely needed for beach weddings & thus are *not* included in the price given. Cost for me to attend & conduct rehearsal—essentially acting as both Wedding Director & Minister—is \$150 (far less than a Wedding Director would charge!).

Travel is based from Shallotte, NC (close to Holden Beach) or Greensboro, NC, whichever is closer. The first half hour of travel each way is free. For farther distances, I regretfully must add a surcharge because of the high cost of gas, as well as for my additional time.

If roundtrip travel for your wedding is more than one hour, the surcharge is as follows:

- each additional 15 minutes : \$15
- each additional half hour \$25
- Half-day prices can be arranged.
- Travel is quoted by time, not by miles, because in-season beach traffic can turn a 15-mile trip into an hour of waiting for a bridge to open. I will, of course, always be honest with you about the amount of time I have actually spent on the road. And, if an accident or some other event holds up traffic to the point that I could be late, I will always phone you & keep you advised.
- Some couples, because of the distance I have to travel, how late the ceremony will last or how early it will start, put me up in a motel for a night (I do not have to stay in the guests' hotel). I appreciate this immensely—but I do still have to charge for my travel expenses. Since I perform weddings nationwide, this issue should definitely be considered!