

# Meraki Ceremonies

## Terms & Conditions

### **Booking & Payment**

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

A booking fee of 10% is required to save the date (this is non-refundable and will protect your date).

Further fees of 50% become due after full face to face consultation (at this stage the writing begins).

Remaining 40% due 6 weeks before the day of ceremony.

### **Price includes:**

- A 2 hour face-to-face meeting where I will gather the notes I need to write a bespoke ceremony for you
- Ongoing communication as required
- A draft copy of your ceremony for you to review and make any changes necessary. I will make changes to your script up to two weeks before the ceremony

*Please note: (If you ask me to re-write the whole script this will be classed as 2 scripts – only 2 scripts are included in your fees)*

- 1 hour run-through ahead of the day (on phone/video link)
- My attendance at the venue on the day of the ceremony - *(I will arrive at least 1 hour before the ceremony)*
- Officiating at your ceremony on the day
- A commemorative certificate
- A printed keepsake version of your ceremony script, sent to you after your ceremony

### **Additional Fees**

Additional fees will be charged to cover travel outside of the Hampshire/Dorset borders.

Additional fees will be charged at a rate of £50 per hour for any face-to-face rehearsals required before the event

# Meraki Ceremonies

## **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 40% 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 the unlikely event that I need to cancel your booking**

I would 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 only cancel your booking in very extreme cases such as health or accident.

## **Data Protection**

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

## **Copyright & Confidentiality**

The copyright of your bespoke ceremony is held by Diane Potter – Meraki Ceremonies. 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 your ceremony to a third party without your express written permission.

# Meraki Ceremonies

## **Legal**

If your booking relates to a wedding celebration ceremony or commitment ceremony please be aware that this is **not** a legal marriage. A legal marriage must take place separately to the ceremony.

I operate under UK Law.