 ***Terms and Conditions***

***Simply Sweet Ceremonies***

My name is Claire Keevill, Owner and creator of Simply Sweet Ceremonies and I am a fully qualified Authorised Civil Celebrant of Australia.

I am based in the Newcastle/Maitland region NSW Australia and offer my services all over the Hunter.

I am a very passionate and bubbly Celebrant who absolutely loves being a part of this wonderful industry. I love working with my clients and creating the perfect ceremony for your perfect day! I love what I do and I put in 110% with all my clients. I thrive to make this process stress free, enjoyable and budget friendly!

I offer a range of services and ceremonies, every detail of which can be personalised by you! The beauty of having a civil celebrant is the options are close to limitless and it can be everything you have wished for!

The ceremonies I offer are moments that are the most memorable and important experiences of your life and I want to be the one who makes it as *sweet* as can be.

For any questions please contact me anytime as I am always willing to help.

Simply Sweet Ceremonies…

*…made for your sweetest moments.*

**My contact details are as follows:**

Ph: 04 32 568 072

Email: SSCeremonies@gmail.com

Website: [www.SSCeremonies/Celebrant.com.au](http://www.SSCeremonies/Celebrant.com.au)

You can also follow me and contact me on Facebook and Instagram.

I am most available Monday – Friday 9:30am – 3:30pm.

I can still be contacted at any time. If for any reason I do not answer the phone or message immediately, I will get back to you at my earliest convenience.

***About:***

Simply Sweet Ceremonies offers Marriage Ceremonies, Naming Ceremonies, Commitment Ceremonies and Renewal of Vows Ceremonies. These ceremonies are very important and special moments in your life. It is my job to make it as personal and as special as I can, exactly the way you wish for it!

**All packages include:**

* *Personalised Ceremony.*
* *Legal Documentation.*
* *According Certificate with Calligraphy.*
* *Copy of Ceremony keepsake.*
* *PA system and Microphone.*
* *Podium / Stand.*
* *50km total worth of Travel to and from venue.*
* *Initial no obligation meeting / consultation*
* *Rehearsal ceremony.*

***Interview***

After initial contact I like to meet my perspective clients at a no obligation, no cost interview or consultation. You are not obligated to make a booking with me and there is no charge for this. You can however make a booking with me at this time if you wish.

You can choose a ceremony package from a selection that I have created and designed myself or you can mix and match or you can create it all yourself and I can be there to help bring it all together.

After the initial consultation further meetings upon client request have a $50.00 charge.

If I have requested to have another meeting with you, this is free of charge. Any further charges will be added to a fees statement or invoice with your knowledge.

If you choose to make a booking with me for your ceremony, all bookings must be made 30 days in advance of your booking day at minimum. At such time of an interview, this is the best moment to discuss all aspects of your ceremony. The design, what you want and how you want it, fill out legal documentation and confirm a fees statement.

In order to cater to my clients I can conduct an interview and following meetings at a location of choice.

***Fees Statement / Set Fees / Extra Fees / Deposit***

A Statement of Fees will be recorded and signed in agreeance of all fees applied to you. A 30% deposit of the total amount is required to be paid within 7 days of making a booking in order to lock it in. If deposit it not received within the 7 days, your booking may be overwritten without further notice. This deposit is **not** refundable.

Full remaining payment is due to be paid 21 days prior to your booking date. If payment is not received by 21 days prior to your booking date, your booking may be cancelled without further notice.

Please note that I will not perform a ceremony without full payment being made prior. This amount is refundable up until 7 days prior to your booking. After this time the remaining amount may no longer be refundable at the celebrant’s discretion.

In order to cater to my clients, I may accept a payment arrangement under extenuating circumstances. If obligations of your payment arrangement are not met, please be aware that I may proceed with legal proceedings after considerable notification.

During a consultation or meeting or once a booking is being made, a fees statement will be filled out according to services required and to your request. The fees statement will be signed by you and by myself as celebrant, as a total amount agreement.

Once the amount has been agreed upon, you will be sent a formal invoice in the mail or other preferred method for your files and information. When payments are received you will be sent an amended and updated invoice for your files.

If changes are to be made to the fees statement, a new fees statement will be made and amended with an attached amended formal invoice.

**Set fees for services are as follows:**

Marriage Ceremony - **$450.00**

Naming Ceremony - **$300.00**

Commitment Ceremony - **$350.00**

Renewal of Vows Ceremony - **$350.00**

**These fees stated include the following:**

**All packages include:**

* *Personalised Ceremony.*
* *Legal Documentation.*
* *According Certificates with Calligraphy.*
* *Copy of Ceremony keepsake.*
* *PA system and Microphone.*
* *Podium / Stand.*
* *50km total worth of travel to and from venue.*
* *No obligation interview and following meetings.*
* *Rehearsals.*

The fees are set, not negotiable and are not subjected to change.

**Extra services or fees are as follows:**

* *Music and keepsake CD - $20.00*
* *Signing table, chairs, signing pen and according decoration. - $40.00*
* *Bridal Carpet - $10.00*
* *Personalised Programmes - $2.00 each.*
* *Travel over 50km - $5.00 for ever 10km thereafter.*
* *Public / Special Holidays or Unordinary hours - $80.00*
* *Extra Hours - $50.00 per hour*

These extra services and fees are specified on my extras information document form. Please request this for further information if required.

These fees are optional and only incurred upon request or circumstantial events. You will be aware and in agreeance of all fees incurred.

Set fees are not negotiable and not subjected to change.

Once a Fees Statement has been signed and agreed to, you will be formerly made aware of any changes in writing for your files and you will be sent a formal invoice to confirm these costs.

***Rehearsal***

I do request that a time for a rehearsal ceremony is made between 7 days and 24 hours prior to your booking date. If for some reason this is not possible, be assured I will be there on the day to help and a layout / diagram and explanation of happenings will be given to you in advance.

During rehearsal all parties relevant to the ceremony are to attend. Music, placing, speaking, walking, giving away, rituals etc will be practiced during this time.

***Compulsory Documentation to provide – for Marriage Ceremony***

Compulsory documentation for a Marriage Ceremony that needs to be sighted includes a Birth Certificate and a Passport if applicable.

If you are not an Australian Citizen and do not have an official birth certificate, you will need to try and locate one to the best of your ability. If this is impossible due to extenuating circumstances a Statutory Declaration may be permissible in this circumstance. Be aware than any false or misleading information on a Statutory Declaration in an offence in Australia.

If you have been previously married you will need to provide sufficient evidence that your previous marriage has ended and why. Divorce, Death or Nullity will suffice. This document / Official Certificate will need to be presented to me before I can legally solemnise a marriage. It is an offence in Australia to marry a person while knowingly still married. As an Australian Authorised Celebrant I cannot and will not solemnise a marriage until sufficient evidence has been sighted.

If you are under the age 18 you will need to present a court order allowing you to marry and written formal parental consent. If you are under the age of 16 you cannot marry and it is an offence to do so.

If you are under the age of 18 your partner must be over the age of 18 as two people under the age of 18 cannot legally marry under the Marriage Act 1961.

If the conditions stated previously are not met, I cannot and will not solemnise a marriage as it will be an offence for me to do so and it is an offence for persons under the age of 16 to knowingly engage in a marriage under Australian Law.

***Compulsory Forms - for Marriage Ceremonies***

1. Notice of Intended Marriage.

This form states who you are, confirms your identification, takes your general information and states that you intend to marry.

This is a legal and compulsory document and will be filed with the department of Births, Deaths and Marriages of the state that the ceremony takes place.

Providing false or misleading information on this document is an offence under Australian Law.

Signatures of the Notice of Intended Marriage are to be witnessed. I am authorised to do this as an Authorised Celebrant of Australia.

In order for the Notice of Intended Marriage to be “active” it is compulsory for the celebrant to receive the fully completed form 30 days prior to your Marriage Ceremony. If this is not possible under certain circumstances, please talk to me directly.

1. Declaration of Marriage – No legal impediment.

This form states and confirms that you are free to marry, you are of legal age and who you intend to marry.

This is a legal and compulsory document and will be filed with the department of Births, Deaths and Marriages of the state that the ceremony takes place.

Providing false or misleading information on this document is an offence under Australian Law.

Signatures of the Declaration are to be witnessed. I am authorised to do this as an Authorised Celebrant of Australia.

Other compulsory documents are the certificates that will be signed during your ceremony. You will receive a Marriage Certificate presented as a keepsake and other documentation is sent to the department of Births, Deaths and Marriages of the state that the ceremony takes place.

Providing false or misleading information on these documents is an offence under Australian Law.

***Interpreter***

According to the Marriage Act 1961 and Australian Law, all parties of the marriage (bride, groom, witnesses and celebrant) are to be fully aware and completely understand all aspects of the marriage ceremony. I am able and happy to converse with an interpreter of your choice. If in the circumstance that an interpreter is required, their fees are separate and at their discretion. It is your responsibility to provide an interpreter if required, but please note that I cannot and will not solemnise a marriage if 1 or more persons, as stated above, do not fully understand the entirety of the marriage ceremony.

You can find the appropriate interpreter at www.naati.com.au.

***Code of Practice***

As an Authorised Celebrant of Australia, we are legally obliged to follow a code of practice. I have provided this code of practice applied to Australian Celebrants under the Marriage Act 1961 for your viewing.

# Code of Practice for marriage celebrants

The Code of Practice for Marriage Celebrants is contained in Schedule 2 of the
Marriage Regulations 2017.

## 1 APPLICATION OF THIS CODE OF PRACTICE

This Code of Practice applies to marriage celebrants.

Note 1: A marriage celebrant is a person registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961: see subsection 5(1) of that Act.

Note 2: Under paragraph 39I(1)(b) of that Act, if the Registrar of Marriage Celebrants is satisfied that a marriage celebrant has not complied with an obligation under section 39G of that Act, including this Code of Practice, the Registrar may take disciplinary measures against the marriage celebrant.

## 2 HIGH STANDARD OF SERVICE

A marriage celebrant must maintain a high standard of service in his or her professional conduct and practice. This includes (without limitation) ensuring the following:

 (a) Appropriate personal presentation for marriage ceremonies;

 (b) Punctuality for marriage ceremonies;

 (c) Accuracy in preparation of documents and in the conduct of marriage ceremonies.

## 3 RECOGNITION OF SIGNIFICANCE OF MARRIAGE

A marriage celebrant must recognise the social, cultural and legal significance of marriage and the marriage ceremony in the Australian community, and the importance of strong and respectful family relationships.

## 4 COMPLIANCE WITH THE ACT AND OTHER LAWS

 A marriage celebrant must:

(a) Comply with the requirements of the Marriage Act 1961 and the Marriage Regulations 2017 which apply to the marriage celebrant; and

(b) Observe the laws of the Commonwealth and of any State or Territory in which the marriage celebrant solemnises marriages; and

(c) Avoid unlawful discrimination in the provision of marriage Celebrancy services.

## 5 GENERAL REQUIREMENTS FOR MARRIAGE CEREMONIES

A marriage celebrant must respect the importance of the marriage ceremony to the parties and the other persons organising the ceremony. This includes (without limitation) the following:

(a) Giving the parties information and guidance to enable them to choose or compose a marriage ceremony, including information to assist the parties to decide whether a marriage ceremony rehearsal is needed or appropriate;

(b) Respecting the privacy and confidentiality of the parties, including by:

 (i) Arranging for appropriate facilities to interview parties; and

 (ii) Dealing appropriately with personal documents and personal information; and

 (iii) Maintaining appropriate facilities for the secure storage of records; and

 (iv) Ensuring the return of all personal documents belonging to the parties as soon as practicable (unless it is necessary to keep the documents for the ceremony);

(c) Giving the parties information about how to notify the Commonwealth Attorney‑General’s Department of any concerns or complaints they may have regarding the marriage services provided by the marriage celebrant.

## 6 KNOWLEDGE AND UNDERSTANDING OF FAMILY RELATIONSHIPS SERVICES

 A marriage celebrant must:

(a) Maintain an up‑to‑date knowledge about appropriate family relationships services in the community; and

(b) Inform the parties to the marriage about the range of information and services available to them to enhance, and sustain them throughout, their relationship.

***Complaints***

If for any reason, you feel as though I have not met your expected requirements or have left you unsatisfied in any way you are welcome to send a complaint through to me personally. I will do my best effort to resolve any matters you may have as quickly and sufficiently as possible.

If for any reason you still feel unsatisfied you may submit a formal complaint to the Attorney General’s Department. Visit <https://www.ag.gov.au/FamiliesAndMarriage/Marriage/Pages/Complaintagainstamarriagecelebrant.aspx> to submit a complaint directly. Or visit the general website for further information at [www.ag.gov.au](http://www.ag.gov.au).

***Photographs***

If you have given *Simply Sweet Ceremonies* permission to use photographs from your ceremony for advertising purposes and you change your mind at any time please contact me at your earliest convenience to have the matter resolved and the photographs removed at your request.

Images from your ceremony will only be used if you have signed the agreement form to allow *Simply Sweet Ceremonies* to do so. These images will only be taken and used for advertisement purposes for flyers, brochures, on social media and website etc.

***Privacy***

As an Authorised Celebrant of Australia I am bound by the Privacy Act. All information, documentation, and private legal forms will always be kept private under lock and key / password. If in the event that Authorities such as police or other parties of the law request such information I am only able to release this information after formal request has been made in writing. Under this circumstance I am bound by the law to release this information requested to that authority figure only.

I cannot and will not release any information until said formal written request is received.

I am legally obligated under the Marriage Act 1961 to keep all documentation for a minimum of 6 years. At a time that I wish to discard these documents, I confide in a professional company that specialises in the secure destruction of confidential documentation.

***Sick / Injured – Referral***

If in the event I become sick or injured and I am unable to perform your ceremony. I would refer your documents to another celebrant that can legally solemnise your marriage. In this instance, this is the only circumstance that your private documentation will be given to another party. The other celebrant will be bound by the same laws.

I can refer you to a celebrant of your choice or I will refer it to a trusted and befriended college in the industry.

If you have paid your remaining amount at this time, that amount can either be refunded to you, or passed onto the new celebrant taking your file. Please note that their fee is separate and charged at their discretion.

Also note that in this instance the deposit is **NOT** refundable.

***Hourly Rate thereafter booking***

If in the event time goes over an hour past the booked time, I charge $50.00 per hour thereafter. You will receive a separate invoice after your event that will be payable by you. This amount will be due within 30 days thereafter your event.

***Payments and Invoicing***

Payments can be made directly to me via Bank Transfer, Cash up front, Money Order or Cheque. Once any payment from you has been received you will be issued and sent an invoice stating the amount you have paid, confirmation of receipt and an invoice number for your files. If you have any questions or problems regarding your invoice, you are able to contact me directly and discuss issues by quoting the given invoice number.