**Booking**

A non-obligation face to face meeting at the venue will be arranged to discuss your ceremony and ideas. At this meeting I will compile full notes in order to allow me to write a bespoke ceremony for you. A provisional booking will be held for a period of 14 days, during which time a booking fee of 50% fees (or 20% fees if booking more than 18 months in advance) will be required which is non-refundable but transferable to another date if required and subject to my availability. If a deposit is not received within 14 days, your booking will be cancelled.

**Price includes:**

* up to 3 draft copies for your ceremony in order for you to review and make any changes necessary. Your final draft script will be available once full payment is received at 6 weeks prior to your event – or as agreed if there are less than 6 weeks at the time of booking.

 (If more drafts are required to change your ceremony further fees may apply).

* My attendance at the venue on the day of ceremony up to 1 hour before the booked start time to ensure the venue is arranged as agreed and any props for the ceremony are in place.
* My delivery of your ceremony on the day.
* A beautifully printed version of the full script will be sent to you after your ceremony.

**Additional Fees**

Additional fees may be required to cover travel time outside of the Herts, Beds, Bucks borders or for any rehearsals required before the event. In any case, these fees will always be discussed as required.

I reserve the right to charge additional fees if the ceremony starts later than 30 mins from the allotted time. At a rate of £50 per hour.

**Payment**

For bookings more than 18 months ahead, a non refundable booking fee of 20% will be required to secure the date. 30% will be due 10 months before your ceremony and the remaining 50% fee will be due 6 weeks before your ceremony.

For bookings less than 18 months ahead, a non refundable booking fee of 50% deposit is required at time of booking and the final 50% payment will be required 6 weeks prior to your ceremony.

Once full payment is received your final ceremony script will be sent to you. Failure pay the balance of your booking will result in you not receiving the final script and I will not attend to lead the ceremony on your wedding day.

If the ceremony is booked for less than 6 weeks, full and final payment will be required upon the date of booking and a date for the final script will be agreed with you.

**Cancellation**

Should you wish to cancel your ceremony prior to 6 weeks before the event the full 50% booking fee will be charged to cover costs. A cancellation with less than 6 weeks to the event, the full fees will apply. However, any postponement of the event shall be honoured as long as there is availability to do so. In this event, you should discuss dates with me in order to ensure I can honour your requests, otherwise the above cancellation fees will apply.

**Data Protection**

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

**Copyright & Confidentiality**

The copyright of your bespoke ceremony is held by Kelly Hawes. 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 any of your ceremony to any third party without your express written permission.

**Legal**

If your booking relates to a wedding celebration ceremony, commitment ceremony or partnership ceremony you are aware that this is not a legal marriage. A legal marriage must take place prior to the ceremony. This point will also be made clear during any ceremony that is to take place so no guest is ever under the impression that it is a legal marriage or partnership. I operate under UK Law.