



SINGER. CELEBRANT. MC.

Veronica Lees-Amato



Thank you for considering me as your Authorised Marriage Celebrant for your wedding ceremony. A wedding is a serious and special event, and I consider my role in your day very important. I believe that your ceremony should reflect your values as a couple, feel easy, fun and organised, and of course, be inclusive and engaging for your family and friends.

Whether you imagine a simple legal ceremony over a cup of coffee at my place, or a ceremony with all the bells and whistles at your favourite location – your event should be something to talk about and something to remember for the rest of your lives. I would love to be a part of that!

Taking The First Step

In order to be married legally – all couples must lodge a Notice of Intention To Marry (NOIM) with a celebrant. A NOIM is attached to this document and must be lodged with me (or any celebrant) no later than 1 month and 1 day prior to the date you plan to marry. In very exceptional circumstances you may be given an exemption to marry earlier.

Let's Get Started

Please read the booking agreement, sign and return it to me via email to Hello@singercelebrantmc.com.au. Once I have received this and your completed NOIM I will be in touch to arrange a catch up where we can chat about your vision for your day and start planning! My service fee is \$990 and includes a face-to-face meeting to get started, a rehearsal at your venue closer to the day and lots of communication along the way to ensure you both feel super confident and excited about your 'Nups'. If you have any further questions, please contact me personally to discuss on **0414 887 883**. Your booking is confirmed upon receipt of the returned email with this signed agreement and deposit receipt attached. (Please note I am currently not requesting deposits due to the covid craziness). I work to create trusted, long-term relationships that matter with the couples I have the privilege to work with. Payment in full is requested the week prior to the event.

By the way – I have been working with the A-teams of the wedding industry for 3 decades and if you need to know who is great at what they do, and amazing value out there, or want a recommendation – I'm your girl.

I can't wait to be a part of your day! - V

Booking Agreement – Veronica Lees-Amato

Thank you for booking Veronica Lees-Amato as your Authorised Celebrant / MC for your special event.

Please read, sign and return this document prior to our first meeting by email to hello@singercelebrantmc.com.au. If you have any questions, please contact v personally to discuss on 0414 887 883. Your booking is confirmed on receipt of the returned email with this signed agreement.

Client Names:

Contact Address(s):

Contact Number(s):

E-Mail Address(s):

Type of Event:

please circle

Wedding Ceremony Wedding Reception Corporate Event Celebration

Date & Time of Event: _____

Location of Event:

Guest Arrival Time: _____ **Function end time** _____

No deposit required at this time.

A tax invoice will be sent requesting payment for services in full 1 week prior to event.

Payment details:

Stageworx Performance Academy Pty Ltd Westpac 033 343/ 2673658

A payment receipt will be sent upon confirmation of received funds. CC payment is available for Visa & Mastercard with a 1.5%

CC number _____ **Exp** _____ **CCV** _____

SIGNATURES:

1. _____ & 2. _____

STTA Celebrant Booking Agreement & Expectations

- – Professional services as an Authorised Celebrant or Master of Ceremonies at your event
- – A completed Notice of Intended Marriage within the agreed timeframe to be given to me as your celebrant.
- – Proof of Date and place of Birth, divorce evidence if required and current photo ID to be provided within the agree timeframe. Also proof of citizenship or birth information if required. In events where the Bride or the Groom may need an interpreter this is an additional expense. Documents may also need to be translated in some cases.
- Your information and communication is confidential, private and protected by Australian Privacy Laws. It is your responsibility to present all the required accurate information to me as requested, in the timeframes required by law, to ensure that your marriage is conducted legally and solemnised by me as an Authorised Marriage Celebrant working within the Code of Practice for Marriage Celebrants (as below) for your ceremony.
- – 2 x face to face meetings. 1 initial meeting to sign required NOIM (Notice of Intention To Marry) and get to know each other. 1 ceremony rehearsal with or without wedding party closer to the day to ensure all parties are confident and prepared. Unlimited contact with me as your wedding celebrant allowing us to work together to create a unique wedding ceremony including Zoom, email and phone conversations as required All ceremony order of service and inclusive elements will be signed off by the couple prior to inclusion. Bookings are valid for a Melbourne metro and some surrounding areas. Additional costs may be charged for services more than 30k of Melbourne City or regional areas. Zoom calls can be arranged when needed.
- – Management and facilitation of the legal process for marriage as required by law
- – Amplification and PA equipment that is tested and tagged according to legal Occupational Health & Safety laws for your use on the day if required and not supplied by venue.
- – I will arrive ready to be set up and sound checked, ready to perform no later than 30 minutes prior to your guest's arrival to the venue location.
- – A guest meal will be provided by the client as part of my engagement as your Master of Ceremonies
- – I will uphold the Code of Practice for Marriage Celebrants when fulfilling my duties as your authorised celebrant (attached)
- – I will provide a hard copy of your Presentation Marriage Certificate on the day – your official marriage certificate will be available once your marriage has been lodged by me as your celebrant into their online portal. This is done once I have completed your ceremony. I will then notify you when it has been officially registered by Births Deaths and Marriages in your local city. At this time you can contact them to order an official record of your wedding for name change purposes at your own cost.
- MC duties include a face to face meeting with client to discuss event details, and requirements. Arrival 2 hours earlier on the day of the event and unlimited required communication leading up to the event.

Financial Agreement

- – By engaging my services, you agree to the discussed fee of \$990 with a deposit of \$250 (when applicable) payable upon booking via EFT or Credit Card details (please see payment details above). **This is a non-refundable deposit and confirms your booking.**
- – Balance of payment is to be made via EFT or Credit Card no later than 7 days prior to event.
- – Cancellation of event or services for any reason up to 1 month prior to event will be treated as a postponement and credit will be given toward the new intended date of the same event (date must be suitable for Celebrant also).
- In the event of a Covid lock down resulting in the event being unable to go ahead (ie venue closure) then both parties will work toward a new suitable date. No refunds given, however a credit to be used by the booking couple only for their next event.
- If deposit is not received at time of booking, there is no confirmation of booking and therefor no expectation for me to be available on the day or hold the date – (Unless bookings are not being taken due to Covid at the time of this booking. The agreement is binding by signature only)
- – Receipt of all payments made will be sent via email to the client within 7 days of receiving.

By signing this agreement, I am confirming that I understand and agree to all stated herein

1) _____ Date _____

2) _____ Date _____

Signed by Veronica Lees-Amato

_____ Date _____