

Example Ceremony Contract

Please complete and return to catrina@hardingstoneceremonies.co.uk On receipt of this contract and your deposit, I will secure and confirm your chosen date.

The basics:

Type of Ceremony:	
Date of Ceremony:	
Time of Ceremony:	
Venue / location for Ceremony:	

The Personnel:

	Person 1	Person 2
Name:		
Date of Birth:		
Address:		
Phone		
Email		
Additional Key People:		

The details:

Approximate number of guests:	
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Will there be children attending? Approximately how many? Age range?	
Any particular needs of participants or guests? If so please give brief details.	

Your Investment:

On receipt of a deposit of £ _____, (50% of total fee, non refundable) I will secure your date and begin work on your ceremony. The balance of £ _____ is due no later than **one month** before the date of the ceremony.

Payment via BACS: Account Name - Catrina Young
Sort Code -
A/c no. -

Once the booking is confirmed, I am available to support you throughout the lead up to your ceremony via email, Zoom, Whatsapp or in person (subject to location!). Whilst I am available out of hours, my preferred working hours are Monday to Friday 9am - 6pm, and weekends by mutual agreement. My fee includes a rehearsal the day before your ceremony (please confirm at the time of booking to secure the date).

I am delighted that you have chosen me to be your celebrant and assure you of my utmost care, and attention in creating and delivering for you a beautiful, unique ceremony.

The Small Print:

Outdoor ceremonies must have a back-up indoor option in the event of unexpectedly poor weather. If you need to postpone your ceremony, the fee can be carried over to a mutually convenient date.

In the event of cancellation, the deposit of 50% of the total fee is non-refundable. In the extremely unlikely event that I am unable to fulfil this commitment, I would seek to secure an alternative suitable celebrant for you or provide a full refund.

I/we agree to the terms and conditions as detailed above.

Signatures:

Catrina Young (Celebrant)	(Celebrant's signature)
(Client's Name)	(Client's signature)
(Client's Name)	(Client's signature)

Data Protection

You are required by law to give your explicit permission for your personal information to be held by me. Please sign below to give your permission for your personal data to be stored electronically in accordance with the privacy statement below. Your details will not be shared with any persons or organisations other than those required in arranging and carrying out your booking.

(Client's Name)	(Client's signature)
(Client's Name)	(Client's signature)

You have the right to withdraw your consent by contacting me as follows:

catrina@hardingstoneceremonies.co.uk

Optional:

- I agree to Catrina Young using images of our ceremony for marketing purposes on her website, social media etc.

Privacy Policy

Catrina Young is committed to protecting and respecting your privacy.

Personal data is information which relates to an individual who can be identified by that information.

The legal basis for collection and use of your personal data is to arrange and carry out services as agreed within your booking.

Catrina Young gained your explicit approval to collect, hold and process your personal data as set out in this document when you engaged her services.

Catrina Young will use your personal data to the extent it is necessary to:

- Carry out your booking, including:
- Contacting you when necessary in relation to your booking
- Receive payment.

Catrina Young has taken appropriate measures to safeguard personal data under their control against unauthorised access, unlawful or accidental destruction or accidental loss. Your data will be stored electronically and password protected.

Your data will be retained from the time of booking, during arrangement and until the booking has been completed. Thereafter unless otherwise agreed Katrina may continue to hold some of your personal data for a further period of 6 years to ensure compliance with Company Law and HMRC Statutory VAT reporting requirements. Where there is no requirement by law to continue to hold your data Katrina will destroy it.

You have the right to obtain information that your personal data is being processed by Katrina Young and what personal data is being held. You may make your request at any time and by any reasonable means (email, telephone, letter) although it is preferred that you make contact in writing detailing the precise nature of your request so that there can be no misunderstanding.

Further information on how to make a request is available on the Information Commissioner's Office website [Information Commissioner's Office \(ICO\)](#)

Catrina Young will acknowledge your request in writing within 7 working days of receiving your request and will detail when you can expect a response.

Within 30 days of your request Katrina Young will provide you with the information held in a structured, commonly used and machine readable format (usually Pdf) except where Katrina has agreed with you that this is impossible or would incur unreasonable expense. In this case the information would be available to you to view on a screen.

If you believe there is a problem with how Katrina is collecting, holding and processing your personal data you have the right to complain. Initially you should address your complaint to Katrina Young. Katrina will respond to your complaint within 7 days of receiving your complaint.