



# '24-'25 Wedding Contract

This agreement will serve as your written intent to hire Let's Get Married. By signing you agree to receive phone calls and email, and that any photos or videos submitted or taken by us or our staff may be used in marketing materials.


























Wedding Date \_\_\_\_\_ Time: \_\_\_\_\_ am/pm Location \_\_\_\_\_

<p><i>Please Print Legal Names (first/middle/last)</i></p>	<p>Person 1 _____ Person 2 _____</p>
<p><i>Date of Birth</i></p>	<p>Person 1 ____/____/____ Person 2 ____/____/____</p>
<p><i>Phone: Email:</i></p>	<p>Person 1 (_____) _____ Person 2 (_____) _____ email _____ email _____</p>
<p><i>Type of ceremony</i></p>	<p><input type="checkbox"/> Wedding <input type="checkbox"/> Elope/Legal Only <input type="checkbox"/> Commitment(non-legal) <input type="checkbox"/> Vow Renewal/Anniversary</p>
<p><i>Main Address <input type="checkbox"/> Person 1 <input type="checkbox"/> Person 2</i></p>	<p>Street _____ Unit/Apt. # _____ City _____ State _____ Zip _____</p>
<p><i>Officiant You Prefer and Choice Attire</i></p>	<p><input type="checkbox"/> Donny (Madison area) <input type="checkbox"/> Renee <input type="checkbox"/> Michelle (Green Bay/Hidden Woods) <input type="checkbox"/> Black judge robe (Michelle and Renee) <input type="checkbox"/> Suit <input type="checkbox"/> Casual <b>NOTE: Judge robe may not be available during hot days for our officiant's health and safety.</b></p>
<p><i>Time Block(s) hiring officiant</i></p>	<p><u>Off Site Venue Time Block</u> <input type="checkbox"/> 9am - Noon <input type="checkbox"/> Noon to 3pm <input type="checkbox"/> 3pm to 6pm <input type="checkbox"/> other _____ <u>Hidden Woods Green Bay Site</u> <input type="checkbox"/> 10am to 1pm OR <input type="checkbox"/> 2pm to 5pm <input type="checkbox"/> Rev. Michelle OR <input type="checkbox"/> providing your own officiant</p>
<p><i>Rehearsal <input type="checkbox"/> Yes <input type="checkbox"/> No</i></p>	<p>Date: _____ Start Time: _____ Duration: <input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> 90 min. Location _____ (\$75 per half hour)</p>
<p><i>Facility Information for Ceremony</i></p>	<p>Name of facility: _____ Ceremony Address: _____ City _____ State _____ Zip _____ Phone (_____) _____ Contact Name: _____</p>
<p><i>Mileage</i></p>	<p>Distance from officiant's location each way _____ miles (see map page 4 for details)</p>
<p><i>Ceremony Location is in the:</i></p>	<p><input type="checkbox"/> Village <input type="checkbox"/> City OR <input type="checkbox"/> Township of _____ <i>(We are required by law to fill this information on the marriage license, thus we need the accurate information on the location. Is it the City of Fitchburg, Township of Pittsfield, Village of Marshall, etc)</i></p>

# *Services*

A non-refundable deposit of **50% down** will be required to hold your date, with the balance being due **14 days prior to the ceremony**. Payment in full is also fine at the time of booking. Payments accepted: PayPal, Credit Card, Cash or check made out to **Michelle Hall and mailed to 2081 Sylvan Ct., Green Bay, WI** or paypal to **2mhall@gmail.com**

## *Differences in The Types of Ceremonies We Offer:*

	<i>Hidden Woods Wedding at our Home in Green Bay</i>	<i>Traditional/ Contemporary Ceremony</i>	<i>Elopement at Officiant's Home</i>
Readings (up to 3 readings)			
Ring Exchange			
Vows			
Legal Intentions			
In-Person Consultation			
Performing the Ceremony			
Access to our Online Guide			
Ceremony review, proofing and final PDF			
Time allotted for Unity Ceremony, Soloists, Musicians <i>(materials and talent not included)</i>			
We File Marriage License - Reg. Of Deeds			
Availability to book rehearsal (add \$75 per half hour)			
3 hour rental of wooded site for ceremony and to work with your photographer			
<i>If you aren't sure which to choose, please give us a call at 727-408-4141.</i>			

***Summer and rain wedding notes:*** If the temperature is over 85 degrees, please consider moving your ceremony indoors, as this causes dangerous health concerns not only for our officiants, but for you, and your guests. We cannot perform weddings in the rain as we typically perform more than one wedding per day and need to stay dry and presentable for each wedding. Please have an alternative plan ready for rain.

**Traditional/Contemporary Ceremony at your venue – \$495**

Up to 30 minutes as needed, and includes time for readings, special unity events (not materials) such as a candle lighting (indoor only), sand pouring, rose exchange, flower gifts to the mothers, etc. Your ceremony will be customized to be as formal or short and sweet as you wish. The fee includes a (phone or zoom) couple consultation, our online ceremony planning guide, selection and customization of your vows, review and revisions of the ceremony, performing of the ceremony, assistance with small wedding day details such as flowers and welcoming guests, and filing of the license.

**Ceremony On Site at our Hidden Woods in rural Green Bay – \$850**

This is in the back woods of our private home, and includes location site/woods rental for 3 hours, ceremony planning, officiant (or you may also bring your own), bridal dressing room (no bathroom facilities except small wash basin), and access to woods/land for your photographer to take pictures. This type of ceremony is usually up to 20 minutes and is a more laid-back style. The location can accommodate parking for up to 10 vehicles, and the ceremony site has space for approximately 14 people. This is perfect for the couple who prefers an outdoor, nature-based, more casual but beautiful ceremony. Separate entry path for walking in or bridal party to enter from the side. (This is a wooded area, so heels and formal wear are not recommended. Seating is all nature-based benches, and the ground is wood chips.)

**Elopement – \$300**

This is a legal signing of the WI marriage license only. There is no ceremony or vows, rings or guests other than the 2 legal age witnesses that are required to sign. Children of the couple are welcome.

1. Choose a Style of Ceremony:

- Legal Elopement (indoor only) \$300 (at officiant’s home, no ceremony, 2 adult witnesses required)
- Traditional/Contemporary Ceremony \$495 (at your venue)
- Green Bay Woodland Ceremony (included in location price below)

2. Select the Location

- Local to Officiant (within 15 mi.) \$0
- Off Site - Mileage (see chart pg. 5) \$\_\_\_\_\_ (if wedding only x 2, if rehearsal as well, x 4)
- Green Bay Woodland Circle \$ 850 \$\_\_\_\_\_  10am to 1pm OR  2pm to 5pm

3. Choose Any Add-Ons

- Rehearsal \$75 per 30 minutes \$\_\_\_\_\_ (30 min. block of time - requires a prompt start.)
- Holiday Booking add \$100 \$\_\_\_\_\_ If holiday/holiday weekend = Fri-Sat-Sun-Mon)

4. Calculate the total: **TOTAL:** \$\_\_\_\_\_

Amount Paid:\$\_\_\_\_\_ Check #\_\_\_\_\_ Paypal \_\_\_\_\_ Date Paid\_\_\_\_/\_\_\_\_/\_\_\_\_

Balance Due: \$\_\_\_\_\_ (2 weeks before ceremony \_\_\_\_/\_\_\_\_/\_\_\_\_)

**A non-refundable deposit of 50% down** will be required to hold your date, with the balance being due **14 days prior to the ceremony.** Payment in full is also fine at the time of booking. Payments accepted: PayPal, Credit Card, Cash or check made out to **Michelle Hall, mailed to 2081 Sylvan Ct., Green Bay, WI** or paypal to **2mhall@gmail.com**

***Tell us about your ceremony so we can better plan with you (elopement skip this):***

- Number of guests expected at your ceremony \_\_\_\_\_
- Will a PA/microphone system be needed? No Yes (If yes, who is providing? \_\_\_\_\_)
  - We recommend a PA system for over 50 guests, or if for any size group if ceremony is outside. If your officiant to be amplified by your DJ or Band, we request a **wireless clip-on lavalier mic**. Call us if you need assistance finding someone to set this up.
- Indoor Ceremony    Outdoor Ceremony\*  
*\*Summer wedding notes: If the temperature is over 85 degrees please consider moving indoors, as this causes dangerous health concerns not only for our officiants, but for you, and your guests. Rain - weddings must be moved under a tent or indoors as we likely have another event to attend and need to remain dry.*
- If outdoor - location in case of rain/heat: \_\_\_\_\_ \*final time to call for rain \_\_\_\_\_ am/pm
- Number of total attendants in Bridal Party not including bride/groom (standing up) \_\_\_\_\_
- Will you be having a program/handout at the ceremony? Yes    No
- Will there be music?
  - DJ (who? \_\_\_\_\_)    Band/Strings    CD/iPod    No music
- Will you email a photo of the ceremony to us afterward? Yes    No
- Will there be a wedding coordinator? Yes    No
  - If yes, name/phone \_\_\_\_\_
- Will there be parking for Officiant? Yes    No (We appreciate a reserved spot if parking is tight)
  - Where would you like us to park? \_\_\_\_\_
- How did you hear about "Let's Get Married"? \_\_\_\_\_
  - If online, which web site? \_\_\_\_\_
  - If referred, who should we thank? \_\_\_\_\_
- Bride (print) name as she will take legally after wedding \_\_\_\_\_

Other information you think may be helpful or good to know:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

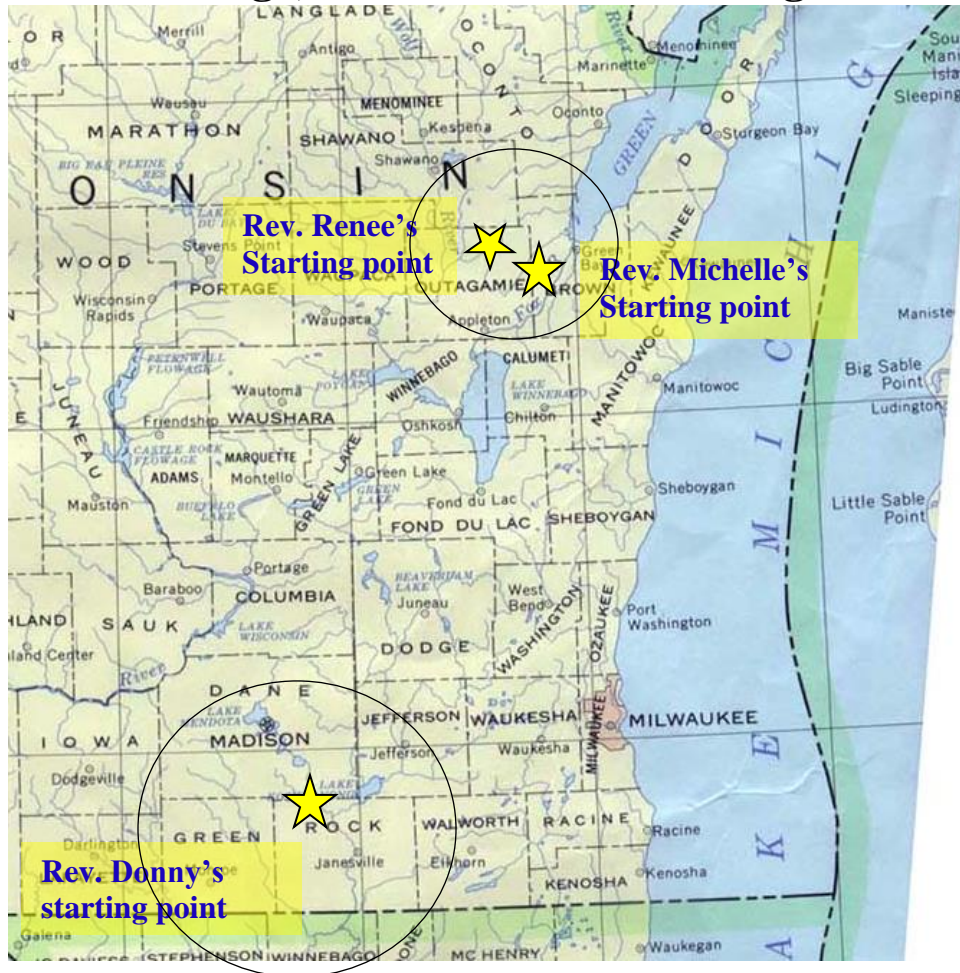
• ***Emergency Contact for the Day Of The Wedding*** (someone who can reach the bride):

- Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Relation \_\_\_\_\_

Witness #1 Name \_\_\_\_\_ Age \_\_\_\_\_

Witness #2 Name \_\_\_\_\_ Age \_\_\_\_\_

# Mileage, Time and Travel Charges



We hope you understand that the time we spend travelling and gas to get to and from your event eats up most of our wedding fees, thus we do have to charge to cover this. The price per mile includes our time and gas. To figure the mileage, please use Google Maps the follow city information to the exact address of your event BOTH WAYS and if adding a rehearsal, both events both ways:

*Rev. Michelle – 2081 Sylvan Ct., Green Bay, WI 54313*

*Rev. Donny – Edgerton, WI 53534*

*Rev. Renee – 236 E. Green Bay St., Pulaski, WI 54162*

*Example: Rev. Donny to Devil's Head Resort = 67.7 miles one way. (this example assumes \$1 per mile)*

**Wedding only** = 67.7miles each way x 2 (round trip) = 135 miles = \$135.40

**Wedding and rehearsal** = \$135.40 x 2 (wedding and rehearsal round trip) = \$270.80

**We consider within 15 miles local/no charge for us.**

Miles from officiant to ceremony site = \_\_\_\_\_ miles x 2 (round trip) = \_\_\_\_\_ miles

\_\_\_\_\_ miles x \$1 per miles = \$ \_\_\_\_\_

Having a rehearsal? \$ \_\_\_\_\_ x 2 trips round trip = \$ \_\_\_\_\_ total

**Mileage price guidelines: Gas Price at time of booking      Mileage Price Per Mile**

\$1.75 to \$2.50	.75 per mile, each way
\$2.51 - \$3.50	\$1.00 per mile, each way
\$3.51 and up	\$1.50 per mile, each way

## CANCELLATION, CHANGES AND REFUND POLICIES

*Please keep a copy of this page and initial each item:*

- \_\_\_\_\_ Upon receipt of payment and contract, we will promptly email you a receipt which includes the link to the online planning guide. Please review the examples and ideas in the book (or from a source of your own), choose the parts you wish to be included in your ceremony and email back in a Word document to michelle@letsgetmarried.org. We ask that you submit your **selection in of what base ceremony, vows, readings, etc. that you want no later than 21 days PRIOR to the wedding**. This gives *us* enough time to review, write, organize, format and proof with you. We will add the legal parts, transition text, and format and **send you a final proof no later than 3-5 days before** your wedding.
- \_\_\_\_\_ If you do NOT submit at least 21 days prior, we reserve the right to choose a ceremony in non-religious format. (If there is not 3-6 weeks, please choose your materials upon receiving the link.)
- \_\_\_\_\_ If for some reason you must change the date of your wedding, every reasonable effort will be made to accommodate your change at no extra cost/no charge other than if the mileage to a new location changes. If your date is not available, we will refer you to another officiant if possible. Deposit is non-refundable.
- \_\_\_\_\_ If you cancel your wedding, all payments made to date become non-refundable due to the fact that the date has been tied up for the duration of time you had the date booked.
- \_\_\_\_\_ A non-refundable deposit of **50% down** will be required to hold your date, with **the balance being due 14 days prior to the ceremony**. Payment in full is also fine at the time of booking.
- \_\_\_\_\_ Rehearsals are booked for a 30 minute increments. If you are unable to begin your rehearsal at the specified time, an additional session fee may be applied, or your officiant may need to leave to attend another event. **Please have your wedding party arrive 15 minutes prior to the scheduled starting time.**
- \_\_\_\_\_ If your chosen officiant cannot make it the day of your wedding due to accident, illness, loss of voice, death or other act of nature, another officiant from *Let's Get Married* will fill in as needed to ensure you will have someone there to wed you.
- \_\_\_\_\_ If you are already married and this is a "mock" ceremony for family, please provide us with a copy of your certified legal marriage certificate 14 days PRIOR to the ceremony for our files.
- \_\_\_\_\_ Our officiants request that any days over 85 degrees or raining/misting be moved under a tent or indoors, as we likely have another ceremony to attend after yours and need to be presentable.
- \_\_\_\_\_ Burning candles/fire are not permitted in the Hidden Woods. We also do not recommend unity candles at any outdoor facility as it is difficult to determine if weather will permit the candles to light.
- \_\_\_\_\_ You will receive a commemorative certificate from us on your wedding day. **If you wish to receive a legal copy of your marriage certificate, you will need to order one from the Register of Deeds** in the county in which you were married. *The Reg. of Deeds will not send you one unless you ORDER one from them direct.* An order form is on the county web page.

This contract was drafted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

\_\_\_\_\_  
Person 1 Print full legal Name

\_\_\_\_\_  
Person 2 Print full legal Name