

# WEDDING OFFICIANT SERVICE AGREEMENT - CIAO BELLA CELEBRATIONS



This agreement is for Ciao Bella Celebrations of Warrenton, VA (known as "Ciao Bella") to provide a certified and licensed Virginia Wedding Officiant for the couple and wedding as described below.

Please fill in the data, sign and e-mail to [info@ciaobellacelebrations.com](mailto:info@ciaobellacelebrations.com)

**Primary Contact:** This is who Ciao Bella will use for email correspondence, retrieval of license and IDs and to address any special notes that may be needed to coordinate your event. This Primary Contact can be either one of the couple, a friend or relative, a planner, hired assistant or other vendor, or any contact the couple designates.

**Event Description:** This is the Date, Time & Location of the event.

# WEDDING OFFICIANT SERVICE AGREEMENT - CIAO BELLA CELEBRATIONS

## Services:

Ciao Bella will assign a certified and licensed Virginia Wedding Officiant to perform your wedding ceremony, serve as legal witness, and return your completed Marriage License to the Virginia Circuit Court office from which it was obtained within 5 business days of your event. Ciao Bella is not responsible for the length of time it may take for the Circuit Court to receive and process your completed license. The couple agrees to reach out to the Circuit Court to inquire on processing status or if there are any discrepancies on the license after the wedding.

## Service Options:

Ciao Bella will work directly with the couple to develop a ceremony script that matches to their desires. There are no additional fees for customization or addition of ceremony elements such as readings, sand or unity candle ceremonies, hand fasting, etc.

In addition to our ceremony service, Ciao Bella offers the following value-added services at no additional cost:

- **Ceremony Music.** Your Ciao Bella officiant can bring a Bluetooth speaker and control the music for the processional/entrance and recessional/exit portions of your ceremony if there will not be a DJ present. Please enter the Artist Name and Song Title for each song if this assistance will be needed:

Processional/Entrance:

Recessional/Exit:

- **Choice of Arbor.** Your Ciao Bella officiant can bring one of two custom-designed arbors if you need it for your event. Please select which arbor you would like to use if you wish to take advantage of this service:



***Oak Finish***



***Off-White Finish***

## WEDDING OFFICIANT SERVICE AGREEMENT - CIAO BELLA CELEBRATIONS

### **Arrival & Departure:**

Your Ciao Bella wedding officiant will arrive 30-45 minutes before your ceremony to meet with the couple, planner and/or DJ as needed, retrieve both copies of the Marriage License, take a picture of photo IDs for the couple, and review any last-minute adjustments before the ceremony begins. The officiant will be on site for up to 90 minutes and will leave no later than one hour after the ceremony start time. The couple agrees that there is no claim of liability against the officiant or Ciao Bella if the wedding does not start on time and the officiant is unable to perform the ceremony.

### **Marriage License:**

The couple is responsible for obtaining a valid Virginia Marriage License and providing a valid Photo ID (image) for each party to Ciao Bella. The license can be obtained from any Virginia Circuit Court within 60 days before the event, and the event can take place anywhere in the Commonwealth of Virginia. The officiant can retrieve the license and IDs from the Primary Contact at your event.

### **Payment:**

A non-refundable retainer (currently \$75 plus VA sales tax) is required to secure officiant services with Ciao Bella. The retainer can be paid when you book online, or request and pay a separate invoice that can be sent via email. Any retainer fees that are paid to secure our services will be applied toward the final invoice.

Ciao Bella will only accept payments toward your event from the couple or Primary Contact, and any remaining charges in the final invoice must be paid in full no later than 24 hours before your event. Ciao Bella retains (but cannot see) credit card information in the event that there are damages or unpaid charges after the event.

### **Cancellations & Updates:**

The couple is free to update the data in this Service Agreement or cancel at any time. Ciao Bella reserves the right to conduct multiple events in the same day, and so any updates will depend on availability.

If the wedding is cancelled or updated to a date, time & location where Ciao Bella is unable to reassign an officiant, the couple agrees that the Service Agreement will be cancelled, the retainer fee will be forfeited and Ciao Bella will refund any payments except the retainer. If the location is changed to a higher-priced coverage area, the couple understands that the final invoice will be updated and agrees to pay the difference.

If the assigned officiant is unable to perform the tasks and responsibilities for this Service Agreement due to valid reasons (hospitalization, accident, transportation issue or family emergency), Ciao Bella will immediately notify the Primary Contact and substitute another officiant and/or initiate a search for a replacement. If no substitute is available, Ciao Bella will provide a full refund including the retainer and the couple agrees that there is no claim of liability or loss against the officiant or Ciao Bella.

### **Injury, Loss & Indemnification**

Ciao Bella and its officiants are not responsible for any injury, damages to property or financial loss that is caused by the couple, guests or any other hired vendors. The officiant will also not be responsible for any financial loss during the event. The couple agrees to defend Ciao Bella and its officiants against any claims of injury, liability, damage to property or other claims if they are filed that are not its responsibility.

WEDDING OFFICIANT SERVICE AGREEMENT - CIAO BELLA CELEBRATIONS

**Severability:**

For any provision found in this Service Agreement that is held to be illegal, invalid or unenforceable by any competent court, that will only apply to the specific provision and the rest of the agreement will remain valid.

**Governance:**

This Wedding Officiant Service Agreement shall be governed under the laws and rules of the Commonwealth of Virginia.

**Signatures:**

By printing and signing this document or filling in the electronic signature below for return to Ciao Bella , the couple affirms the provisions within this Service Agreement.

---

**Ciao Bella Celebrations**

**Customer / Primary Contact**



**Ciao Bella Celebrations**

18 Ashby Street  
Warrenton, VA 20186

(540)454-9600