

WEDDING VENUE SERVICE AGREEMENT - CIAO BELLA CELEBRATIONS



This agreement is for Ciao Bella Celebrations (known as "Ciao Bella") to conduct a marriage ceremony at their facility and provide additional services as described below:

Please fill in the data, sign and e-mail to 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 one of the couple, a friend, relative, planner, hired assistant or vendor, or whomever the couple designates.

***** This Event will take place at Ciao Bella Celebrations, 18 Ashby Street, Warrenton, VA *****

Date:

Arrival Time:

Number of Guests:

Ceremony Time:

Departure Time:

Departure Time is calculated by adding total allocated time for the selected package to your Arrival Time.

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Ciao Bella includes the following services with all its Wedding Packages (except Express):

Ciao Bella will assign a certified and licensed Virginia Wedding Officiant to perform a wedding ceremony at our facility, serve as legal witness and return your completed Marriage License to the Circuit Court from which it was obtained within five business days of your event.

Ciao Bella will work directly with the couple to customize the ceremony and honor their wishes to the best of our ability. This includes optional song selections for the entrance/processional, exit/recessional and a First Dance if so desired. Please enter the Artist & Title for your selections below:

Decor, Props, Flowers, Linens: Ciao Bella offers neutral decor and couples are welcome to bring their own decorations and make use of any props, signs, flowers or other decor that Ciao Bella has on hand. The couple understands that Ciao Bella is not obligated to purchase any specific decor items or assist with setup, and assumes responsibility for any damage caused by the couple, their guests or any hired assistants. Incendiary devices such as flaming candles or sparklers are ***strictly prohibited***.

Value-Added Services: Selection & pricing for our Value-Added Services will vary according to the selected package and number of guests, and all charges and payments will be detailed on your final invoice. Any value-added services should be selected below, even if they are included as part of your selected package. Hold the **CTRL** key while selecting if you are filling this form electronically.

Appetizers? Pick Any 3

The couple agrees to abide by the following Terms & Conditions:

Arrival, Ceremony & Departure Times: The couple agrees to arrive no more than 15 minutes before their scheduled arrival time, not to enter the premises or interfere in any way if another wedding is in progress, and to respect the guidance of Ciao Bella in order to complete the wedding on time. All guests must depart, and any items that are brought in for the wedding must be removed, by the scheduled departure time.

Extra Time is available in 1-hour units at \$150/hr. depending upon availability.

Number of Guests: The couple agrees that no more than 30 guests, to include hired assistants and children, will attend their wedding under any circumstance. The couple further agrees to abide by the number of guests for their selected package, and to immediately pay any additional charges that may incur if they go over.

Marriage License: The couple is responsible for obtaining a valid Virginia Marriage License within 60 days before the wedding and providing a valid Photo ID (image) for each party to Ciao Bella. The license can be obtained from any Virginia Circuit Court and the license and IDs can be provided when the couple arrives.

Ciao Bella will mail or return the license to the Virginia Circuit Court from which it was obtained within 5 business days of the wedding, but we do not control how long it takes for the certified license to be received and processed. Couple agrees to contact the Circuit Court to inquire about timing or any discrepancies.

Payment: A non-refundable retainer is required to secure any wedding with Ciao Bella. The retainer can be paid when you book online, or you can request and pay a separate invoice via email. Any retainer fees that are paid to secure our services will be applied toward the final invoice.

Any and all charges in your final invoice must be paid in full no later than 24 hours before your wedding. Ciao Bella can only accept payments from the couple or Primary Contact, and Ciao Bella retains (but cannot see) credit card information in the event of damages, excessive cleanup or unpaid charges.

Cancellation & Updates: The couple is welcome to update their selected services in this Service Agreement or cancel at any time up to 48 hours before the wedding. The couple understands that any additional fees will be invoiced and must be paid 24 hours before the wedding, and that any requests to change the time and date will depend on availability.

The couple agrees that if the wedding is canceled, this Service Agreement is null and void and any retainer fees will be forfeited. Ciao Bella will refund any payments except the retainer and (if canceled within five days of the wedding date) any appetizer fees.

If Ciao Bella is unable to perform its tasks and responsibilities for this Service Agreement due to valid reasons (hospitalization, accident, transportation issue, power outage or family emergency), Ciao Bella will immediately notify the Primary Contact and attempt to make other arrangements. If suitable arrangements cannot be made, Ciao Bella will provide a full refund (including retainer) within 30 days 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 caused by actions of the couple, guests or any other hired vendors during the execution of the wedding. The couple agrees to defend Ciao Bella and its officiants against any claims of injury, liability, damage to property or other claims that are not within its responsibility, and to incur any financial loss from such action that may occur during the event.

Severability: For any provision found in this Service Agreement that is held to be illegal, invalid or unenforceable by any competent court, such 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