

Men In Black Wedding Officiants (MIBWO)
Wedding Ceremony Registration & Contract

E-mail: meninblackofficiants@gmail.com Tel. # (302) 945-6903 - Mobile/Text: (540) 335-6669 (Rev. 082019)

Complete this Registration/Contract form. Email completed document to meninblackofficiants@gmail.com.



MIBWO works on "1st come-1st serve" basis with couples who complete all pages of the Registration/Contract and remit full fees or a 50% deposit to secure/reserve a specific date and time in our schedule. A wedding ceremony reservation is not confirmed and booked until all completed forms and fees are registered and paid. **All fees due are to be paid in full, ninety (90) days before the Ceremony date.** Often many couples request the same date at different times to get married, SO REGISTER EARLY. Payment instructions are at the bottom of this Registration/Contract form. You will receive a detailed invoice, plus any outstanding balance due and/or paid in full status, once the registration/contract and fees have been received by MIBWO. If fees are to be paid by credit card, via PayPal, use our MIBWO website link <https://www.meninblackofficiants.com/>, go to the bottom of the page and

MAKE YOUR DEPOSIT NOW!

click on

PLEASE COMPLETE THE INFORMATION REQUESTED BELOW:

YOUR CHOICE OF WEDDING CEREMONY SELECTIONS:

Place an X for the ceremony selection option you want to contract:

____ **A) \$249 fee – ELOPEMENT OPTION – (LOCAL-up to 25 miles) plus travel costs to the venue on a Sun, Mon, Tue, Wed, Thu, Fri, Sat, or any Holiday – 2 TO 10 GUESTS -- 8-10 minutes ceremony.** A preset ceremony script with the exchange of Vows & Rings and Pronouncement. (*If not local, the rate is \$299 plus travel*)

____ **B \$375 fee – BASIC WEEKDAY OPTION - plus travel costs to the venue on a Mon, Tue, Wed, Thu, or any Weekday Holiday – 15-20 minutes ceremony.**

____ **C) \$475 fee – STANDARD WEEKEND OPTION - plus travel cost to the venue on a Fri, Sat, Sun, or any Weekend Holiday – 20-30 minutes ceremony.**

Descriptions: **B & C** - We provide options to create your MIBWO approved ceremony script. We create a custom wedding ceremony for your wedding that will reflect your selected options and traditions that you want. In the exchange of Vows and Rings, you can use traditional Vows or you can write your own Vows. You can add a reading or make suggestions to our basic ceremony script for us to approve for use in your ceremony. Additional rituals/options are available such as: unity candle, unity sand pouring, flower pot ceremony, the coin wishes tradition, wine blending option, fight box option, rose ceremony, Filipino Traditions: veil/cord/rope/coin option, involve children, mothers raise rings during the ceremony to be blessed, giving roses to Mothers, Grandmothers, Step-parents, etc. Consider a remembrance table with pictures of those not present due to travel constraints or who have passed on. Contact us for details. *If requested, "catholic touches" can be added.*

_____ D) \$550 fee – PREMIER OPTION-CATHOLIC - plus travel cost to the venue. This option is for a Traditional ceremony and/or a catholic (non-roman) ceremony. This option is with/without Mass & Communion and is a shorter version (25-35 minutes) of a usual Catholic ceremony.

We can provide the above indoors/outdoors, on a beach, coastal areas, or at any venue site location. (The catholic ceremony is the Old Catholic Rite. This Rite is not in union with Rome but the wedding ceremony is approx. the same.)

Description: **D** - (Option: We provide a short catholic mass (non-roman) with/without communion and or touches of catholic traditions at any venue.) We can provide these options/rituals to create your MIBWO approved ceremony script. This selection can include **B & C** from above. *This version of a catholic Ceremony may not be recognized by a particular Roman Diocese. Check your RC Marriage Tribunal for their position. No Pre-Cana counseling is required.*

(Place your initials here that you understood and want this option: Couple's initials: _____ / _____)

_____ E) \$1,995 fee – ULTIMATE PACKAGE – (The Bride's Choice) . . . This option pulls out all the stops!

Description: **E** - **The following services are included in this option:**

- Wedding available on a Sun, Mon, Tue, Wed, Thu, Fri, Sat, and Holidays.
- Includes Consultation and planning of the ceremony, from A to Z.
- This option selection includes the descriptions from above: A, B, C and D.
- You can make suggestions in the design of your ceremony to the ceremony script.
- Assistance provided by us to you in writing your own Vows.
- Includes unique rituals and traditions options to consider adding to your ceremony.
- Ongoing planning consultation to plan the ceremony.
- Includes Ceremony travel fee expenses up to 100 miles each way to and from your venue location. Includes Ceremony fee, travel time, fuel, tolls, meals to and from the ceremony, and the Rehearsal. *Overnight accommodations are included up to a total of rooms cost and any applicable taxes and or fees of \$125 per night. Additional room rate cost is the financial obligation of the couple for the Officiant.
- Includes Rehearsal travel fee expenses up to 100 miles each way to and from your venue location of travel time, fuel, tolls, meals to and from the ceremony, *Overnight accommodations are included up to a total of a room's cost and any applicable taxes and or fees of \$125 per night. Additional room rate cost is the financial obligation of the couple for the Officiant.
- Includes Rehearsal time with the wedding party & attendants, and be available for the Rehearsal dinner, as well as saying Grace before the rehearsal dinner meal.
- Includes Ceremony attendance at the Wedding Reception, as well as saying Grace before the wedding reception meal.
- Includes preparation time needed to pack all ceremony items; Vestments, books, ritual objects, misc. items.
- Includes ceremony registration documents preparation with State authorities to make the wedding legal, copies are sent to you, we take care of it all for you.
- Includes etiquette resources so your wedding is correct by wedding etiquette standards.
- Includes 30 plus years of our archived wedding experience, options for couples to review and consider a template to build out their own ceremony.
- We can provide either Traditional or catholic options available for your ultimate package.

Wedding Ceremony Travel Fee to Venue Site:

Multiple factors are used to determine applicable travel fees. This fee is determined by distance, fuel, parking, tolls, insurance, officiants’ time traveling and other misc. **to and from your wedding venue location. If not already known, please contact our office for wedding travel cost details.**

Wedding Ceremony Rehearsal - \$200:

If you choose to conduct your own Rehearsal, contact us for instructions. MIBWO suggests you conduct your own Rehearsal. There is an additional Rehearsal fee and Travel fee if the Officiant is to conduct the Rehearsal. If requested, it is less expensive for a couple to pay for 1 hotel room/2 beds for the Officiants versus having to pay a double travel fee for the Officiant to travel, to and from the wedding venue location. ONLY the Officiant, when present, conducts the Rehearsal, not the couple, the event coordinator or the venue staff.

Wedding Rehearsal - Place an “X” if Wedding Rehearsal is requested: Yes ___ No ___

If so, what is the date and time of your Wedding Rehearsal?

<https://www.brides.com/story/should-we-invite-our-officiant-to-the-rehearsal-dinner>

If applicable; are you inviting the Officiant/Deacon to the rehearsal dinner? Yes ___ No ___ and

Do you want the Officiant/Deacon to say a rehearsal dinner blessing at your rehearsal dinner? Yes ___ No ___

NEEDED INFORMATION:

Groom/Partner Information:

Full Legal Name (as on Birth Certificate/Passport) – First, Middle, Last:

Complete Address:

Email **(REQUIRED)**:

Cell/Text:

Other Telephone(s):

Date of Birth:

Male/Female:

Any previous marriages?

Were you raised in any particular religion?

If so, what religion?

Are you still active in that religion as a practicing member?

Your Employer/Occupation & defined Duties:

Optional: Other Important Email Addresses of individuals involved in Ceremony (Parents/Wedding Party that you want communications to go to):

Bride/Partner Information:

Full Legal Name (as on Birth Certificate/Passport) – First, Middle, Last:

Complete Address **(Same or if different from Groom/Partner above):**

Email **(REQUIRED)**:

Cell/Text:

Other Telephone(s):

Date of Birth:

Male/Female:

Any previous marriages?

Were you raised in any particular religion?

If so, what religion?

Are you still active in that religion as an active practicing member?

Your Employer/Occupation & defined Duties:

Optional: Other Important Email Addresses of individuals involved in Ceremony (Parents/Wedding Party that you want communications to go to):

CEREMONY SPECIFICS:

What date is your Ceremony? Day of the Week: Month: Year:
(example: Saturday -- Month-06-June -- Day-16-Sixteenth -- Year 2019 --or-- Saturday 06-16-2019):

The actual/exact start time of your Ceremony? AM / PM EST

CEREMONY ADDRESS and RECEPTION ADDRESS:

Ceremony Venue Site Name:

Complete Address:

Name of Person in Charge at Venue:

Email **(REQUIRED)**:

Cell/Text:

Other Telephone(s):

Reception Venue Site Name (If different from above):

Complete Address:

Name of Person in Charge at Venue:

Email **(REQUIRED)**:

Cell/Text:

Other Telephone(s):

USING AN "EVENT" OR "DAY OF" WEDDING PLANNER/VENUE COORDINATOR? (If different from above):

Name of Wedding Event Planner or Day of Coordinator:

Email **(REQUIRED)**:

Cell/Text:

Other Telephone(s):

ADDITIONAL INFORMATION:

How did you learn/hear of Men In Black Wedding Officiants?

*(i.e., Wedding Wire, the Knot, Thumbtack, a Venue, a Vendor, Individual, Magazine, Advertisement, etc. – **Please be specific/exact, if possible**):*

We need a photo of both of you for our file.

Please provide a photo of you both or just share your Facebook links with us. If so, what is that Facebook link address (example: <https://www.facebook.com/meninblackweddingofficiants/>)?

Facebook link for Groom/Partner:

Facebook link for Bride/Partner:

Do you have a wedding website with your wedding information posted/listed for your guests (for example: wedding wire/the knot or such, etc.)?

Any Other Wedding websites or Links? If so, what is that website link addresses?

Is your Ceremony – Indoors/outdoors?

The number of guests attending your wedding?

Can God, religious terms, or prayers be used in your ceremony script?

Do you know what are your wedding colors will be?

Is there any additional information that MIBWO should be made aware of?

Wedding Day Audio:

On the day of your Ceremony, please have one hand-held wireless or wired microphone for our use.

Reminder/Very Important - **For your wedding day, we want everyone to hear your wedding ceremony. Outdoor weddings can have lots of background noise, especially on the beach (people, wind, waves crashing, bird sounds, planes, just lots of noise, etc.).**



On the day of your Ceremony, please provide **one hand-held wireless or wired microphone** for our use, (NO clip-on mics), so that everyone can hear your ceremony. Your wedding ceremony sound/music should be provided by your contracted sound/entertainment provider that you are using for your reception. The hand-held mic is used and passed around to different individuals who are speaking during your ceremony, the introduction, Bishop Carroll, all Readers, and especially the two of you, when say your wedding vows to each other. **We want everyone to hear what is being said.** Your wedding ceremony sound/music should be provided by your contracted sound/entertainment provider that you are using for your reception.

Who is your wedding ceremony **music** provider (for the wedding ceremony music)?

Company Name of wedding ceremony **music** provider:

Individual Name:

Email **(REQUIRED)**:

Cell/Text:

Other Telephone(s):

Photos/Videography:

Who is your wedding **photography** provider?

Company Name of **photographer** provider:

Individual Name:

Email **(REQUIRED)**:

Cell/Text:

Other Telephone(s):

Should I Hire A Professional Wedding Video Company?

<https://www.topweddingsites.com/wedding-blog/wedding-videography/should-i-hire-a-professional-wedding-video-company>

5 Things You Need to Know Before Choosing a Videographer:

<https://myeasternshorewedding.com/5-things-you-need-to-know-when-choosing-a-videographer/>

Is your Wedding going to be Videotaped by a videographer? Yes ___ No ___

Who is your wedding **videographer** provider?

Company Name of **videographer** provider:

Individual Name:

Email **(REQUIRED)**:

Cell/Text:

Other Telephone(s):

If yes, a copy of the wedding videotape, disk, or link must be sent to MIBWO. This requirement is accepted by the couple to fulfill for MIBWO to give permission to use MIBWO's personal images in the ceremony or wedding reception media video. The couple hereby grants

permission to MIBWO to use the couple's names and photographic/videography likeness in all forms and media. If the couple's wedding videotaped by a videographer, a copy of the wedding videotape, disk, or link sent to MIBWO. This requirement is accepted by the couple to fulfill for MIBWO to give permission to use MIBWO's personal images in the ceremony or wedding reception media video. MIBWO having this understanding, then gives MIBWO's permission to the couple to use MIBWO personal images in the couple's ceremony or wedding reception media video, as well as vice versa. This requirement is understood, accepted and agreed to by the couple to fulfill.

Use of Likeness – Photo, Video, Verbal Statements Release Authorization: The undersigned couple, either together and or individually, grants Men in Black Wedding Officiants, the exclusive right to use photograph(s) and video of you the couple, either together and or individually and or any of you the couple, your family and guests during your wedding ceremony and reception event, if applicable. This provision includes such photographic, video and other visual portrayals of the undersigned couple, in any medium or purpose whatsoever, including and without limitation to trade, advertising, sales, publicity or otherwise, without any compensation to such couple executing this contract. All rights, title and interest therein (including all worldwide copyrights therein) shall be the sole property of the Men In Black Wedding Officiants, free from any claims by the undersigned couple and or any person deriving any rights or interests from such couple AND each of the undersigned as the couple together and or individually UNDERSTANDS AND HEREBY KNOWINGLY AND VOLUNTARILY SO AGREES.

Both members of the couple place their initials here indicating their agreement to this contract provision.

Couple's initials: _____ / _____

Information Requests/Promoting (Business/Rack Cards): Wedding Guests often ask us for our business card when at a wedding ceremony or wedding reception after they observe MIBWO officiate a wedding ceremony. Do we have you the couple, your permission to provide your wedding guests with a business card? Yes ___ No ___.

Couple's initials in this section hereby grant permission to MIBWO to provide a MIBWO business card to a wedding guest. Couple's initials: _____ / _____

Choice of:

Our usual Officiant Attire:



Our usual Officiant Attire for Traditional and catholic (non-roman) weddings:



(Note: Suits can be requested)

Are you inviting the Officiant/Deacon to attend your cocktail hour? Yes ___ No ___

Are you inviting the Officiant/Deacon to attend your wedding reception dinner? Yes ___ No ___

Do you want the Officiant/Deacon to say a dinner blessing at your wedding dinner reception? Yes ___ No ___

<https://www.nytimes.com/2013/08/18/fashion/weddings/wedding-q-and-a.html>

<https://emilypost.com/>

If applicable; are you inviting the Officiant/Deacon to the rehearsal dinner? Yes ___ No ___ and

Do you want the Officiant/Deacon to say a rehearsal dinner blessing at your rehearsal dinner? Yes ___ No ___

<https://www.brides.com/story/should-we-invite-our-officiant-to-the-rehearsal-dinner>

(Rev. 082019)

Men In Black Wedding Officiants (MIBWO) REGISTRATION AND CONTRACT DEFINITIONS, TERMS AND CONDITIONS

Definitions in this contract:

Men in Black Wedding Officiants (hereafter referred as "MIBWO")

I, we, bride/groom/partner(s)/member(s)/individual(s)/party or parties (hereafter referred as the "couple")

1 - Communications: Both members of the couple agree to send MIBWO their email addresses. Both members of the couple agree to communicate with the MIBWO. A couple agrees that all MIBWO communications are to be sent to both members of the couple regarding any ceremony planning being made between the couple and MIBWO.

2 - Permits: All licenses, registrations and or special Permits from any State/County/City or Town that are required for a couple to get special authorized permission for use, on any government land, beach, or if required, at any venue whatsoever (i.e. beach permits, park permits, etc.) is the obligation of the couple. These Permits are the Sole responsibility of the couple to apply for and pay for in order to secure the required issued approved Permits for the exact time and date of the event and to have the Permit available onsite at the wedding ceremony for any possible requests of inspections by authorities. Ordained Officiants are not vendors. If a couple's Venue requires that their wedding vendors have liability insurance, the vendor or couple then provides proof of coverage to the venue. Once again, Ordained deacons, priests or bishops are not vendors.

3 - Marriage License: It is the sole responsibility of the couple to obtain any and all State/Commonwealth required marriage license documents and follow all the appropriate guidelines from the State/Commonwealth/County/City or Town governmental facilities that the couple is getting married in. Most State Laws tell the Officiant to get the Marriage License "before the Officiant performs the Marriage ceremony". This is the MIBWO position as well. Have a reliable person hold the couple's Marriage License documents to immediately give to MIBWO as soon as MIBWO arrives. The Marriage License documents must be given to MIBWO BEFORE THE START OF THE WEDDING CEREMONY. Otherwise, MIBWO cannot perform the wedding ceremony. **Text a picture of your marriage license to 540-335-6669**, email, or mail a copy of the Marriage License at least 2 weeks before your wedding day that you, the couple, obtained from State/Commonwealth/County/City or Town offices to the MIBWO office. **MIBWO cannot marry you, the couple, without the marriage license in MIBWO's possession.**

Special Note Here: If a couple is married already and desires a marriage-style ceremony, MIBWO can provide a marriage ceremony that is almost 99% the same as a wedding ceremony, except MIBWO "announces" a couple as husband and wife and does not "pronounce" a couple as husband and wife from a legal position. Email or mail a copy of your existing Marriage License to the MIBWO office. If a couple is getting married for the first time, **Text a picture of your marriage license to 540-335-6669**, email or mail a copy of the Marriage License at least 2 weeks before the wedding day. **MIBWO cannot marry you, the couple, without it.**

4 - Ceremony Script: When a couple and the MIBWO agree to contract to work together, it is understood here and is accepted by the couple, that both members of the couple will communicate directly with the MIBWO in wedding planning. This is to avoid any misunderstandings from occurring, and the couple agrees to this contract requirement. The basic approved script used by the MIBWO will be sent to the couple, for the couple to be made aware of and read. The couple may suggest readings or poems and may want to write their own Wedding Vows to be added to the approved ceremony script language, for MIBWO to use in the ceremony. The approved script serves as the reference tool for MIBWO to refer to, in order to conduct the ceremony to pronounce a couple husband and wife or partners for life. It is agreed to by the couple and clearly expressed here, that under no circumstances, a couple may replace or re-write the basic approved ceremony script, in part or whole, or substitute another wedding ceremony script to be in place of the approved script that the MIBWO uses in a wedding ceremony. MIBWO reserves the Sole right to conduct the ceremony as MIBWO sees fit to do. Any particular style, language changes, additions and or deletions from a ceremony script during a ceremony that MIBWO may make, are the Sole rights of MIBWO with no liability to a couple or MIBWO. MIBWO has the approved Religious and State Legal Authority to marry a couple. Any suggested additions from the couple are suggestions only, and MIBWO has the final and Sole right to use or reject any such suggestions from a couple to the ceremony script. Any suggestions to the ceremony script from a couple are to be completed at least 30 days before the couple's wedding date. There will be no changes to the ceremony script if the couple sends any changes back to MIBWO in less than 30 days before the couple's ceremony date.

5 - Ceremony Contract Requires the Ceremony Starts Exactly on Time: MIBWO may have several weddings to officiate at on the same day. A couple must abide by the exact "agreed to start time" of their wedding ceremony as outlined and agreed to in a couple's executed registration/contract with MIBWO in order for MIBWO to officiate at a couple's ceremony. MIBWO needs enough travel time to arrive at MIBWO's next scheduled wedding ceremony on time. If a couple's wedding ceremony starts 15 minutes late, MIBWO reserves the right to use an abbreviated ceremony script version when a ceremony starts late. MIBWO bears no liability of any kind, to a couple, in the event a ceremony starts late. MIBWO will then perform the couple's wedding ceremony in the allotted time remaining. A couple may request a change of their ceremony start time, but only when a couple puts in writing the time change to MIBWO to do so, and communicates the time change request to MIBWO up to sixty (60) calendar days before the originally executed contract ceremony start time. This provision is allowed only if MIBWO does not have another scheduled wedding ceremony to officiate at on that date. MIBWO contracts with a couple to start their wedding ceremony on time, as defined and agreed to in this couples executed and signed a contract with MIBWO. A wedding ceremony MUST start on time as indicated and agreed to in the Contract by the couple and MIBWO.

6 - Ceremony Day Parking: On the day of the wedding ceremony, one parking space is to be provided for MIBWO's vehicle at the wedding venue site by the couple. The couple is to provide and pay for a parking space for MIBWO's vehicle. It is important that MIBWO is able to park easily and quickly for MIBWO to be able to be on time to arrive for the couple's wedding ceremony and it starts on time. Depending on the area, very busy venue sites have little to no parking space and will cause MIBWO to take additional time to search for a parking space. Not being able to have convenient parking to MIBWO may then cause MIBWO to arrive late at the wedding ceremony venue. The couple is to make arrangements ahead of time with their venue site staff and pay for and reserve a parking space for MIBWO.

7 - Use of Likeness - Photo, Video, Verbal Statements Release Authorization: The undersigned couple, either together and or individually, grants Men in Black Wedding Officiants, the exclusive right to use photograph(s) and video of you the couple, either together and or individually and or any of you the couple, your family and guests during your wedding ceremony and reception event, if applicable. This provision includes such photographic, video and other visual portrayals of the undersigned couple, in any medium or purpose whatsoever, including and without limitation to trade, advertising, sales, publicity or otherwise, without any compensation to such couple executing this contract. All rights, title and interest therein (including all worldwide copyrights therein) shall be the sole property of the Men in Black Wedding Officiants, free from any claims by the undersigned couple and or any person deriving any rights or interests from such couple AND each of the undersigned as the couple together and or individually UNDERSTANDS AND HEREBY KNOWINGLY AND VOLUNTARILY SO AGREES.

The couple hereby grants permission to MIBWO to use the couple's names and photographic/videography likeness in all forms and media. If the couple's wedding videotaped by a videographer, a copy of the wedding videotape, disk, or link sent to MIBWO. This requirement is accepted by the couple to fulfill for MIBWO to give permission to use MIBWO's personal images in the ceremony or wedding reception media video. MIBWO having this understanding, then gives MIBWO's permission to the couple to use MIBWO personal images in the couple's ceremony or wedding reception media video, as well as vice versa. This requirement is understood, accepted and agreed to by the couple to fulfill.

8 - MIBWO Attire: Requests from a couple considered but MIBWO attire is at the Sole discretion of MIBWO.

9 - Rehearsal Instructions - If a Couple Requests MIBWO at the Wedding Rehearsal: Paying attention to MIBWO ceremony instructions creates the couples desired ceremony atmosphere and effect with the correct timing. To avoid embarrassment during the ceremony for the couple and MIBWO, wedding party individuals are to listen to the Officiant instructions to perform their functions on time as instructed by MIBWO in the Rehearsal. The Wedding Party individuals are to pay attention and not be talking during the Rehearsal instruction from MIBWO. This understanding of wedding party individuals then ensures for the couple, that the wedding party individuals are to focus and "to be on cue from MIBWO" regarding their placement, posture, and functions they are to perform during the ceremony.

10 - Non-Disparagement Clause: Couples are not to disparage in any way or form, or engage others to disparage in any way or form the name, brand, or reputation of MIBWO, and or it's individual officiants, verbally, in written form, and or in any other communications medium or on any Social Media, private or public, of making disparaging comments and placing them on the internet, newspapers, magazines, or any of types of social media platforms or communication tools that could bring damages to MIBWO name or the individuals and or the MIBWO reputation. Any difference of opinions and or disagreements are to be discussed in person privately, directly and only with the MIBWO by the couple, as to keep any alleged situation compliant and ethical. Any excessive negative communications about MIBWO is strictly prohibited.

11 - Refunds: A refund* may be made ONLY under certain conditions of any and all funds sent to MIBWO. A couple is to notify MIBWO's office by a telephone call and speak to an officiant in person on the telephone. In addition, there is a requirement to place in the U.S. Mail a written cancellation notification of the wedding ceremony for a specific date and time, due to the fact that not all emails and texts arrive to their intended recipients. Failure to do so, FORFEITS ANY REFUND THAT MAY BE DUE to you the couple. The contract cancellation clause requires from you a ninety (90) day notice from the date of a couple's scheduled wedding ceremony to be eligible for any alleged refund, if applicable. This written cancellation notice communication must come ONLY from the couple who executed and signed this contract, regardless of any other third party who may have paid any fees due on, behalf of the couple. If a ceremony is canceled within the 90 calendar days prior to/before the actual ceremony date and not rescheduled by a couple, there is no refund to a couple of any kind. A couple may reschedule another future date, if available, in the MIBWO schedule to perform a wedding ceremony for the couple up to 365 days from their original canceled contract wedding date. The MIBWO officiates at a wedding ceremony in their usual and customary manner to have the wedding ceremony meet the requirements for the ceremony to be valid and legal with any applicable MIBWO ecclesiastical and or State, Commonwealth, County, City or Town government authorities by MIBWO's approved and authorized signature on the marriage license. The authorized marriage license is required from MIBWO to provide the completed license to any applicable State, Commonwealth, County, City or Town government. If a couple decides they do not like the wedding ceremony once MIBWO officiates at the ceremony, but it is legal. A couple not liking an approved ceremony by MIBWO is not a valid reason for a refund of any kind. MIBWO's contracted officiant services that are performed for the couple are as per the contract, and the ceremony meets the required legal requirements of a valid marriage ceremony, the ceremony then meets the terms and conditions being fulfilled by the MIBWO contract for a couple.

*An approved refund can return fees paid, minus a \$250 cancellation fee to cover the expenses that MIBWO incurs when MIBWO denies other couples requested bookings with MIBWO, to schedule their wedding ceremonies with MIBWO on that date, due to MIBWO denying officiant services to those couples when MIBWO schedules and secures for you the couple, that specific date and time. The \$250 cancellation fee covers the costs of administration, communications, consultations time, and or any other expenses incurred by MIBWO to provide you the couple, the required administrative process to schedule MIBWO officiant services for a wedding ceremony to be on a specific date and time for you the couple. This workflow process which sets up an account file for you the couple takes many hours of time and work on creating the approved wedding ceremony. This refund provision is then enacted when the couple meets the contract requirements and cancels their ceremony in writing to MIBWO, according to the terms and conditions in the Refund Clause in this contract.

Also, if it becomes necessary during the wedding ceremony planning to terminate the Contract between the Parties due to disagreements regarding the Ceremony process, fees, script creation and or any other applicable issues, MIBWO reserves the sole right to terminate the Contract and refund paid fees minus \$250 for time and work expense incurred by MIBWO to date due to MIBWO losing other couple's business that could have been secured from other couples for that date and time and that business was lost." The couple's signatures acknowledge that the couple understands, agrees to, and is willing to be bound by this condition of the Contract.

12 - State of Emergency: If a State or Commonwealth declares the State of Emergency, the MIBWO is unable to perform the wedding ceremony officiant services for a couple requesting the MIBWO to marry them on a particular date and time during the State of Emergency. The State of Emergency position does not allow MIBWO to be available due to the in certain circumstances, i.e., blizzard, tropical storm, hurricane, flood, etc. The Officiant by Law is prohibited from being in the Public performing a ceremony in weather that has been declared to be in the State of Emergency. If this situation becomes the case, MIBWO will credit the MIBWO fee from the couple and apply it to a date and time in the future, that is mutually agreed to by both the couple and MIBWO, and the credit is valid up to 365 days from the originally contracted date and time of the ceremony. There will be no liability incurred by MIBWO for any alleged damages incurred by a couple or by any other Party in the event that the State of Emergency occurs on a contractually set date and time.

13 - Gratuities: Tipping is up to the couple to decide. MIBWO provides couples with the suggested etiquette guidelines on this topic of what a couple should consider Tipping Vendors and what amount to Tip the Officiant Celebrant. Good manners and etiquette suggest you provide gifts to those in your wedding party and provide a gratuity Tip to service providers and the Officiant. Tipping is entirely up to the Bride and Groom to do or not to do. A "Tip" is usually given right before or right after the ceremony to the service providers and to the Officiant. It is generally given out by the Best Man or the Groom's Father. The suggested TIP amount for the service providers is 18% of service costs provided. The suggested TIP amount for the Officiant is about 25% of total ceremony fees. A couple places a cash TIP in a thank you card or a sealed envelope for the various individuals with the individual's name on the envelope.

14 - Payments and Transaction Fees: If remitting Officiant fees by check, make payable to: "Men In Black-One Spirit" – and mail to
Attention: Kenneth R. Warne - Men In Black Wedding Officiants - 36000 Chester Court - Lewes, DE 19958-5277

OR

If fees are to be paid by credit card, *via PayPal*, use our MIBWO website link <https://www.meninblackofficiants.com/>, go to the bottom of the page and click on

MAKE YOUR DEPOSIT NOW!

A CPF (convenience processing fee) of 2.90% + \$.30 needs to be added to all fees due. The use of a CPF (convenience processing fee), i.e. PayPal, is available for couples' use. Couples who use a wedding officiant locator service, or websites (including any CPF-convenience processing fee) to book and pay for MIBWO as their wedding officiant or any locator service that charges MIBWO a booking or processing transaction fee when a couple makes payment to the MIBWO is required to pay any/all transaction and or processing fee charges charged to MIBWO for any wedding fee transaction/processing payment costs made to MIBWO on a couple's behalf. The CPF-convenience processing

fee is 2.90% + \$.30 of the MIBWO fees due and is paid in addition to the MIBWO fees (rounded-up). (For example, if you send a payment of \$100.00 USD by credit card, the fee would be \$3.20 USD (\$2.90 + \$0.30). $\$100.00 \times 2.9\% = \$2.90 + .30$ cents per transaction, for a total of \$103.20. The total PayPal fee amount to submit would be \$104.00 – rounded-up) (Note: PayPal payment via Friends and Family has no CPF)

You will receive a detailed invoice for all ceremony selections, details, and any outstanding balance due and/or paid in full once registration/contract and deposit has been received by MIBWO.

Execution of Registration/Contract: We, the couple understand, agree, and accept to be bound by all the terms, provisions and conditions in this registration form which is part of the contract that we are executing here with MIBWO. A Couples typed or printed names, along with a couple's signatures or e-signatures from typed, printed, or written formats on this registration/contract ARE deemed the couple's legal signatures and represents the couple named in this registration/contract as the couple's valid legal signatures. These legal signatures represent a couple's acceptance of all the terms and conditions of this registration/contract. MIBWO advises you, the couple, to have this registration/contract reviewed by you, the couple, with the couple's legal counsel prior to you the couple, executing and signing this registration/contract. You the couple, are submitting this executed registration/contract to MIBWO, for MIBWO to provide Officiant ceremony services to you the couple, with any applicable travel and or misc. expenses to be paid by you the couple to MIBWO, for the couple's wedding ceremony on a scheduled specific date and start time.

NOTE: Once a couple, or their designated person, pays the Officiant fee to MIBWO, in part or in full, and makes the payment without the completed registration forms to MIBWO, and requests MIBWO to reserve specific time and date for their wedding ceremony, and MIBWO then refuses other couples requests for that time and date for us to Officiate at their wedding ceremonies, the couple and or their designated payor of any fees, agrees that this payment action is then an Oral contract binding them to MIBWO. The Couple and MIBWO are then Parties in a Contract and the Oral Contract is as binding as the written registration forms and Contract that a couple signs. The Oral Contract is bound by the same terms and conditions of the written contract and is considered the same contract with special regard to any cancellation request of a refund by the couple, and or by their designated payor of fees due.

All actions that govern this registration/contract are the final and Sole decision of MIBWO. This registration form(s) is part of the contract and the contract is governed by the laws of the State of Delaware. A Couples typed or printed names, along with a couple's signatures or e-signatures from typed, printed, or written format on this registration/contract ARE deemed the couple's legal signatures and legally represent the couple named in this registration/contract as the couple's valid authorized legal signatures.

Signatures-COUPLE'S REPRESENTATION AND WARRANTY

Our executed signatures mean and indicate that I, we, the couple understand, agree, and accept to be bound by all the terms, provisions and conditions in this registration/contract that I, we, the couple are executing. By checking this box below and placing our valid signatures or e-signatures to serve as our original written signatures, I, we, the couple, represent and hereby declare under the penalty of perjury under the laws of the United States of America, that the foregoing responses and answers and all other information I, we, the couple provided in support of, I, we, the couple's contractual application registration, are true facts and are correct. The undersigned couple, together and or individually, by affixing his/her, his/his, her/her signature(s) below, hereby confirms that he/she/they have read, understood and accepted the clauses in this contract above and agree to be bound by all the terms and conditions of this contract and so execute and date this contract indicating and warranting they are a Party to this contract.



Signature, e-signature, or Printed Name of Groom/Partner:



Printed Name and/or Signed



Date

Signature, e-signature, or Printed Name of Bride/Partner:



Printed Name and/or Signed



Date

Making Payment:

If remitting fees by check, make payable to: **"Men In Black-One Spirit" - Mail to: Attn: Kenneth Warne - Men In Black Wedding Officiants - 36000 Chester Court - Lewes, DE 19958-5277**

OR

If fees are to be paid by credit card, *via PayPal*, use our MIBWO website link

<https://www.meninblackofficiants.com/>, go to the bottom of the page and click on

MAKE YOUR DEPOSIT NOW!

A CPF (Convenience Processing Fee) of 2.90% + \$0.30 CPF per transaction needs to be added to all fees due on all transactions submitted. The CPF-**Convenience Processing Fee is paid by the couple of 2.90% + \$0.30 CPF on each transaction.** (Note: PayPal payment via Friends and Family has no CPF)

For example: The CPF-convenience processing fee is 2.90% + \$.30 of the MIBWO fees due and is paid in addition to the MIBWO fees (rounded-up). (For example, a payment of \$100.00 USD by credit card, fee is \$3.20 USD (\$2.90 + \$0.30). $\$100.00 \times 2.9\% = \2.90 + .30 cents per transaction, a total of \$103.20. The total PayPal fee amount to submit is \$104.00 – rounded-up) (Note: PayPal payment via Friends and Family has no CPF)

PayPal email address is: kwarne2@verizon.net - (If you don't have a PayPal Account: click on "[Don't have a PayPal account?](#)")

You will receive a detailed invoice for all ceremony selections, details, and any outstanding balance due and/or paid in full once registration/contract and deposit has been received by MIBWO.

Thank you.

Rev. Mr. Kenneth R. Warne & Rev. Michael K. Carroll

Men In Black Wedding Officiants – 36000 Chester Court, Lewes, DE 19958-5277

meninblackofficiants@gmail.com

Telephone: 302-945-6903

Mobile/Text: 540-335-6669

<https://www.meninblackofficiants.com/>