

# Caitlin Field

USCG 100 ton Master's License – NYC Wedding Officiant

190 Withers St.  
Brooklyn, NY 11211  
caitsails@gmail.com  
631-258-7641

## Contract for Service

I, \_\_\_\_\_ wish to hire the service of *Capt. Caitlin Field*, who is authorized to officiate weddings in the City of New York, to perform my wedding ceremony on \_\_\_\_/\_\_\_\_/\_\_\_\_

The ceremony location will be: \_\_\_\_\_

The ceremony will start at approx \_\_\_\_\_ am/pm.

I agree to pay \$150 as a non-refundable deposit to secure the date of my ceremony. I understand that the remaining balance of \_\_\_\_\_ must be paid on the day of my wedding. Upon signature and receipt of deposit *Capt. Caitlin Field* will reserve the time and date agree upon to perform our wedding ceremony.

### Payment Terms:

Cash, check, money orders, or cashiers checks are accepted. Please make all checks, money orders, or cashiers checks payable to: *Caitlin Field*.

### Marriage License:

I understand that it is my responsibility to acquire a valid marriage license in the City of New York, and that the marriage license must be on the premises when the ceremony is performed. I understand that failure to have these legal documents means that *Capt. Caitlin Field* cannot legally perform the ceremony, and may perform a symbolic ceremony which will have no legal merit, and perform another ceremony in private for the couple once the legal documents are presented, for an additional fee.

I understand that I must wait 24 hours after I obtain my Marriage License before I can have my wedding, and my marriage license expires in 60 days after the time of purchase.

At the conclusion of the Marriage Ceremony, *Capt. Caitlin Field*, the couple, and the witness or witnesses are required to sign the marriage license. *Capt. Caitlin Field* will then return the Marriage License to the office where the Marriage License was obtained within five business days, using the return mailing envelope provided to you by the City Clerk's office.

### Refund Policy:

I acknowledge that the deposit is non-refundable once contract is signed. If I must change the date of my wedding, *Capt. Caitlin Field* will make every effort to reschedule on the new date if it is available. If it is not available, the change will be considered a cancellation and I will forfeit the deposit.

All parties agree that this Agreement is the sole binding agreement, relating to the officiating of the Ceremony, between all parties involved and may only be altered, amended, or invalidated by a separate written agreement executed by all parties to this original agreement.

**I acknowledge receiving a true and accurate copy of this Agreement.**

\_\_\_\_\_ Date \_\_\_\_\_  
Client Signature

\_\_\_\_\_ Date \_\_\_\_\_  
*Capt. Caitlin Field*