

# Your Wedding Ceremony



*By Adrian Downey CMC.JP  
Civil Marriage Celebrant*

[www.nswcelebrant.sydney](http://www.nswcelebrant.sydney)

[www.adriandowney.com.au](http://www.adriandowney.com.au)





## Terms & Conditions

1. My fee is \$.....
2. A deposit\* of \$100.00 is required to confirm a booking and lodgement of Notice of Intended Marriage (NOIM) form. Please note this is NON REFUNDABLE deposit.
3. Balance of fee (\$ + any extras charges if applicable, see below) is payable at 2<sup>nd</sup> Meeting or minimum 7 days prior to your Wedding.
4. Cash, Direct Deposit, BPAY®, Credit Card, EFTPOS or PayPal are the methods of payment accepted. Please see my website [payments page](#) for more information or to make a payment.
5. **CANCELLATION of Wedding** – Should your wedding be cancelled within 7 days of the specified date, ONLY 50% of the Fee is refundable, this is not negotiable.
6. **In the event of my Illness** - Should I fall ill, I will provide you with another Wedding Celebrant at no further cost to the couple. No alterations of the terms and conditions specified will be entered into.
7. **Wedding Service time frame** – **The service must start at the specified time.** If your service does not start within 30 mins of the specified time I will have the right to leave if required to do so.
8. **Excess for travelling outside Sydney Metro Area** – an additional fee may be incurred (to cover the cost of petrol tolls etc) if travel is required outside the greater Sydney Metro Area, e.g. Wollongong or Blue Mountains. Any additional fees will be disclosed at time of booking.
9. **Excess for travelling within NSW & ACT** – an additional fee may be charged for travel within NSW and ACT. I will require an itinerary for travel details 14 days prior to your Wedding. Any additional fees will be disclosed at time of booking.
10. **Travelling outside of NSW & ACT** - The cost of travelling and accommodation outside of NSW & ACT for your wedding service will be the responsibility of the couple. I will require my Airfare & Accommodation itinerary 14 days prior to your wedding.
11. **Unique Weddings (e.g Hot Air Balloons etc)** - May incur a fee based on what type of Service you are looking at. Price will be discussed at our meeting.
12. **Wedding in Public Places** - (e.g. – parks) require permission & fee from the local council. It is the responsibility of the couple to organise any permit/s prior to the wedding. I have no responsibility organising this for the couple. Please note Council Rangers have the right to stop the wedding service if you have not taken the necessary arrangements with council.
13. **Wet Weather** – Please have an alternative venue if your Wedding is to be held outdoors. Include it on you invitations. I will contact you within one (1) hour of your Wedding.
14. **Insurance** – I do have Public Liability & Indemnity Insurance, and the certificate of currency is available on request. Some venues and Councils request a copy in order to book the venue.

\* Payment of the booking deposit confirms acknowledgement and acceptance of the above terms and conditions. Full terms and conditions available at <https://www.adriandowney.com.au/termsandconditions>

## Explanation of Meetings:

### 1<sup>st</sup> Meeting:

1. Notice of Intended Marriage (NOIM form) is signed (**Legal**)
2. Your Wedding Ceremony is discussed e.g. Structure, samples provided.
3. Discuss music
4. Discuss verses
5. Discuss participants in service.
6. Discuss standing arrangements (see pictures attached)

About a month prior to your ceremony, I will send you a link to confirm your ceremony details using the [Confirm Ceremony](#) form. This will ensure that all the details are complete and correct. You can also use the [Meeting Request](#) form to request a meeting for a date, time and place convenient.

### 2<sup>nd</sup> Meeting

1. Statutory Declaration (if required) to be signed (**Legal**)
2. Declaration of no legal impediment to marry form to be signed (**Legal**)
3. Any outstanding documents (birth certificates, passports or previous marriage documents) to be sighted (if not already sighted)
4. It is a good idea to combine this meeting as a rehearsal if you require one. Note that I don't read out the full ceremony at the rehearsal. It is more for you to go through, people who want to practice readings or play music etc.
5. The two witness's names required are obtained and wedding details confirmed. Draft of the ceremony outlined and any music arrangements for the ceremony confirmed.

### *Forms:*

Your names as they appear on your birth certificate should be the names used on your marriage paperwork. Where a name has been changed through change of name or previous marriage then **exactly** as it appears on change of name or previous marriage certificate. This is a legal requirement by the Australian Government.

At your wedding you will sign 2 certificates (1 is your certificate and the other is for BDM records), for this, 2 witnesses, who are over the age of 18 years, will be required to sign. Normally these are people in your wedding party e.g Best Man, Matron of Honour/Brides Maid.

There is only 1 (one) official marriage certificate offered at your Ceremony. This is encoded and is a secure document but can not be used for the purposes of obtaining a passport, driver's licenses, bank accounts etc.

The only marriage certificate that can be used for ID purposes (such as Drivers licence, change of name) is the one you will obtain from Births, Deaths and Marriages. I have enclosed the application form for you to fill out after your wedding.

## **Ceremony:**

Australian Law (Marriage Act 1961) sets out that a marriage ceremony must contain certain words for it to be legal. Those words appear below and if they were the only words mentioned at your ceremony then you would be married!

My name is Adrian Downey and I am authorised by law to solemnise marriages according to law. GROOM and BRIDE, before you are joined in marriage in my presence and in the presence of these witnesses, I am to remind you of the solemn and binding nature of the relationship into which you are now about to enter. Marriage, according to law in Australia is the union of two people to the exclusion of all others, voluntarily entered into for life.

Person 1, Please repeat after me.

I call upon the persons here present

To witness that I, Insert name,

Take thee / you, insert name,

To be my lawful wedded husband / wife or spouse.

And ,Person 2, will you now also please repeat after me.

I call upon the persons here present

To witness that I, insert name,

Take thee / you, insert name,

To be my lawful wedded husband, wife or spouse.

## **Family Relationship Advice**

I am obliged by law to provide you both with a pamphlet called 'Happily Ever....before and after' and offer you both the following phone numbers and web site.

Family Relationship Advice Line: 1800 050 321

Family Relationships On Line: [www.familyrelationships.gov.au](http://www.familyrelationships.gov.au)

## **Wedding Ceremony Format**

A copy of the most popular Wedding Service I do is attached on the following pages. Please note you do not have to use this, it is added to give you an idea of what you can do. The words in **red** or **bold** are the legal content that cannot be changed at all. These are required to be stated to comply with the Marriage Act 1961.

On confirming your booking, I will provide you with a Login to my Resources area and you can view the many ceremony resources to assist you in putting your ceremony together. These resources can be downloaded for your use in assisting you with many ideas and options for your ceremony content including, vows, readings and more.

About a month prior to your ceremony I will send you a link to confirm your ceremony details using the [Confirm Ceremony](#) form. This will ensure that all the details are complete and correct.

## Elements of a Ceremony

The ceremony can be divided into the following sections and can appear in any order. These can be added to or reduced to suit the both of you. This is your ceremony and it should be reflective of the both of you, so please tell me what you would like to have and I will be more than happy to create a special ceremony for you.

- ♥ Pre ceremony music
- ♥ Request to silence mobile phones and pages
- ♥ Entrance music and entrance of the bridal party
- ♥ Introduction and welcome
- ♥ Giving Away of the Bride / Groom / Partner
- ♥ Acknowledgement of absent or deceased family members and friends.
- ♥ Reason for ceremony
- ♥ Brief history & highlights of your life together
- ♥ Extracts/passages/poems/songs/original pieces
- ♥ Interactive symbols and motifs e.g blessing of the rings, lighting of candles, combining or blending sand or hand tying
- ♥ **Rite of marriage and legal information**
- ♥ Statement of consent to marry/hopes for the future ("I Do")
- ♥ **Vows**
- ♥ Exchange of rings
- ♥ Declaration as Husband and Wife / Kiss the Bride
- ♥ Music and signing of the register
- ♥ Presentation to family and friends present
- ♥ Music
- ♥ Photos

A sample ceremony follows on the next page. I have included the most requested basic ceremony. This ceremony can be modified as required to include other aspects to personalise to your requirements. **The text in red bold** however must be included in accordance with the Marriage Act 1961.

## The Marriage of Bill & Lyn

Date: .....



Good Afternoon everyone, my name is Adrian Downey, I am the celebrant for Bill & Lyn's marriage ceremony.

I would like to welcome you all here on this special day.

Today is special for Bill & Lyn – They have chosen this day to publicly confess their abiding love for each other. A love they intend to embrace all the days of their lives.

They understand the significance of the vows they soon will take and they are eager to move into the next part of their journey together.

Bill & Lyn have chosen you their dear family and friends to be the people before whom they declare their love, intentions and commitment. They wish to thank you for sharing this day with them.

Bill & Lyn in the joining of your lives together in marriage you will be walking the same road together. You met as individuals and as you share your lives, allow each other room to grow and so become greater individuals.

Offer strength and encouragement when it is needed.

Praise each other's efforts and realise their failures.

Acknowledge all achievements, however small.

Convey any thoughts, confident that they will go no further.

Express your fears and doubts without reservation.

For it is trust and communication that will support and strengthen your bond of love and friendship and pave the road you will travel.

## Giving Away

Who brings Lyn to be married to Bill?  
"I Do".....? (optional)

## Monitum of Marriage

**I am duly authorised by Law to solemnize marriage according to Law.**

**Before you are joined in marriage in my presence and in the presence of these witnesses, I am to remind you of the solemn & binding nature of the relationship into which you are now about to enter**

**Marriage, according to law in Australia, is the union of two people to the exclusion of all others, voluntarily entered into for life.**

## The Asking

### Adrian to Bill

Do you, Bill, take Lyn to be your wedded wife / husband / spouse?

Will you love her, comfort her, honour her and keep her, in sickness and health and forsaking all others, keep only unto her, so long as you both shall live?

**Bill:** I Do.

### Adrian to Lyn

Do you, Lyn take Bill to be your wedded Husband / wife / spouse?

Will you love him, comfort him, honour him and keep him, in sickness and health and forsaking all others, keep only unto him, so long as you both shall live?

**Lyn:** I Do

## Vows

### Adrian to Bill

[Repeat after me]

**I ask the people here present to witness that I Bill take you Lyn to be my lawful wedded Wife (or spouse).**

To have and to hold, from this day forward, for better or for worse, for richer or for poorer, in sickness and in health, while we both shall live.

### Adrian to Lyn

[Repeat after me]

**I ask the people here present to witness that I Lyn take you Bill to be my lawful wedded Husband (or spouse).**

To have and to hold, from this day forward, for better or for worse, for richer or for poorer, in sickness and in health, while we both shall live.

## Wedding Blessing

May all that you are, always be in love. May all that is love, always be in you. May your love be as beautiful on each day you share as it is on this day of celebration, and may each day you share be as precious to you as the day you first fell in love. May you always see and encourage the best in each other. May the challenges life brings your way make your marriage even stronger. And may you always be each others best friend and greatest love.

## Rings

You are symbolising your marriage by the exchange of rings, may I please have the rings?



### **Ring Blessing**

May these rings represent your love for one another. These two lives are now joined in one unbroken circle. Wherever they go – may they always return to one another. May these two find in each other the love for which all men and women yearn. May they grow in understanding and compassion. May these rings on their fingers symbolise their love.

**Bill, please place Lyn's ring on her finger** (Ring vow may be added)

**Lyn, please place Bill's ring on his finger** (Ring vow may be added)

### **Declaration of Marriage**

We have this afternoon been privileged to hear Bill & Lyn make special promises to each other, we have heard them make vows to each other and we have witnessed the giving and receiving of rings.

And so as duly authorised it is my great honour and privilege to declare them Husband and Wife.

**Bill, you may kiss your bride / husband / spouse or partner.**

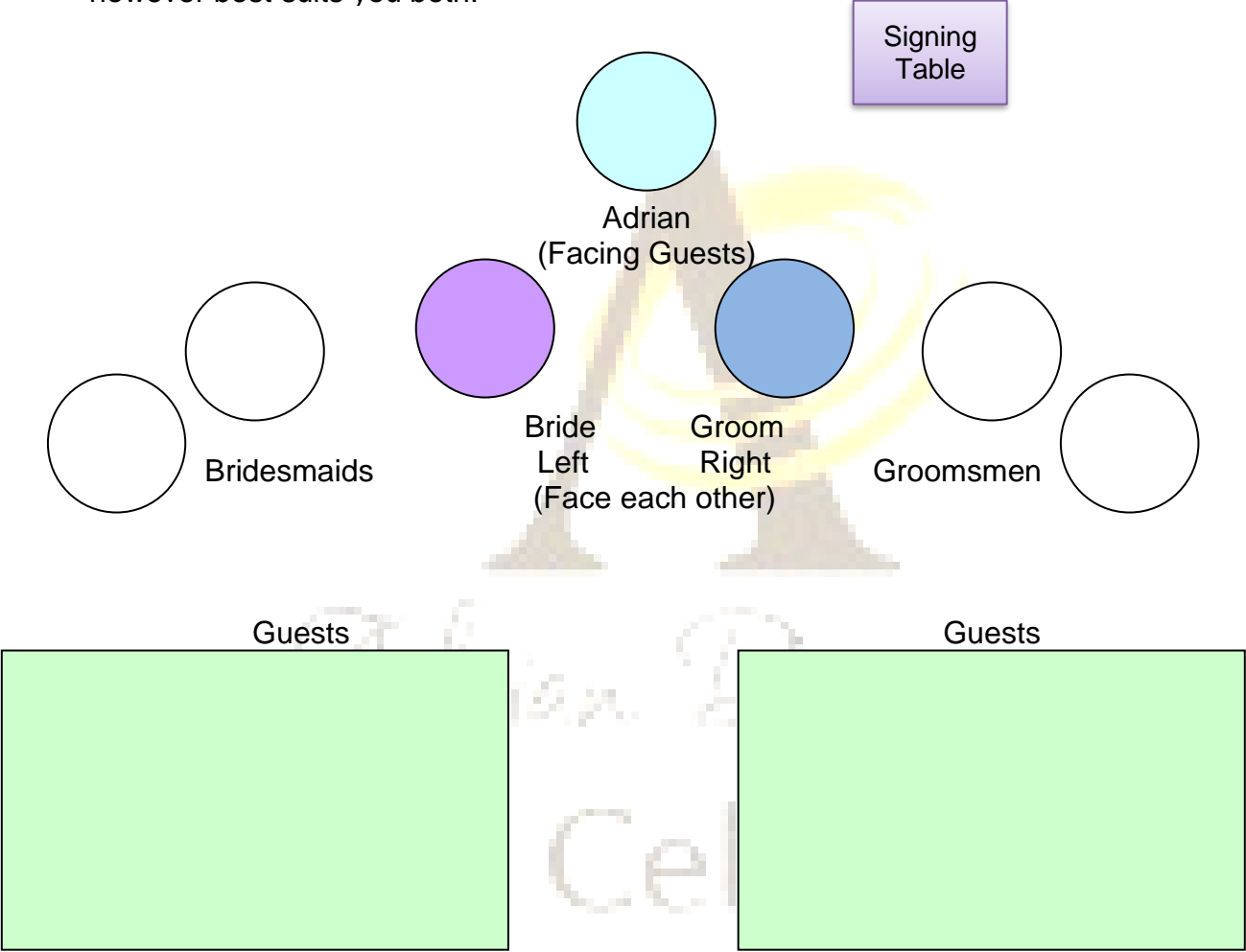
The Signing of the Register

### **The Presentation**

Ladies and Gentleman, may I now present

**Mr & Mrs .....**

The usual way most weddings are conducted and where we would stand during ceremony. I am however more than happy to stand/perform the wedding service however best suits you both.



**OBTAINING A REGISTERED COPY OF YOUR MARRIAGE CERTIFICATE**

Along with the Standard Marriage Certificate, the Registry also offers a range of Commemorative Marriage Certificates. All Commemorative Marriage Certificate packages include a Standard Marriage Certificate.

A Commemorative Marriage Certificate is the perfect way to remember your special day, whether that was recently or celebrating an anniversary.

**Commemorative Marriage Certificates**

- Available in sixteen unique designs;
- Printed on archival quality paper;
- Standard framing size of 209mm x 295mm (A4 size);
- Beautifully presented, wrapped in acid-free tissue paper and packaged in a gold cylinder.

Samples of the Commemorative and Standard Marriage Certificate designs.



**Please note** you will require a Standard Marriage Certificate if you are changing your name on your driver's licence or passport.

**Cost**

	<b>Urgent*</b>	<b>Non-urgent*</b>
Standard Marriage Certificate	<b>\$88.00</b>	<b>\$60.00</b>
Commemorative Marriage Certificate (includes a Standard Marriage Certificate)	<b>\$115.00</b>	<b>\$87.00</b>

\* All certificates are distributed through registered post (except Family History) and prices shown include a postage and handling fee. Registered post does not ensure next day delivery.

If you are purchasing a certificate for a recent marriage, or your celebrant has sent your marriage papers to the Registry in the last 15 days, select the 'Non-Urgent' processing option.

Visit my certificate information page <https://nswcelebrant.com.au/information/>

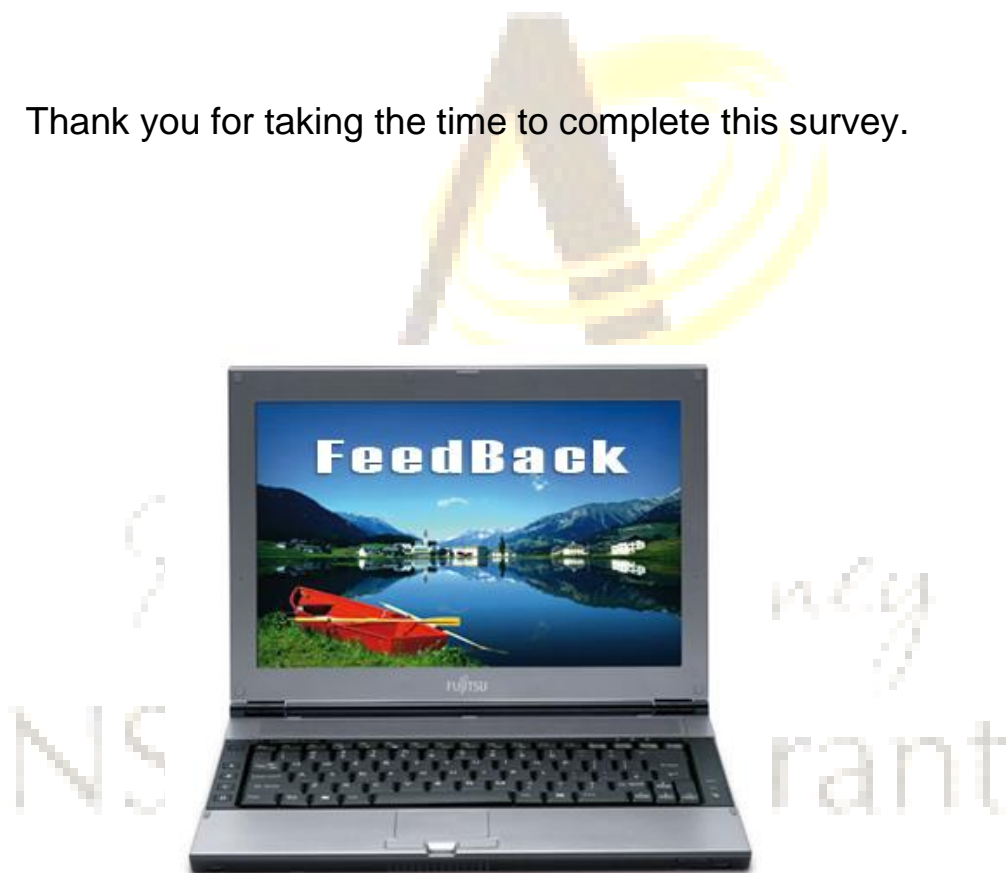
## ONLINE FEEDBACK FORM:

It would be very greatly appreciated after your ceremony if you could find time to complete my short online survey (feedback questionnaire) which can be found at;

[nswcelebrant.sydney/feedback](http://nswcelebrant.sydney/feedback)

[adriandowney.com.au/feedback](http://adriandowney.com.au/feedback)

Thank you for taking the time to complete this survey.





And for all your other needs;

For other quality wedding suppliers and providers to assist you on your special day please visit the links and supporters page on my websites;

[www.nswcelebrant.sydney](http://www.nswcelebrant.sydney)

[www.adriandowney.com.au](http://www.adriandowney.com.au)

Find me on Facebook, Twitter & Instagram (@nswcelebrant)

