

WEDDING CONFIRMATION AGREEMENT Part 1 - Signature Page

(Policies & Fees Effective Until Dec. 31, 2015)

**PLEASE PRINT CLEARLY & COMPLETE FULLY FOR ACCURACY & PROPER CREDIT TO YOUR ACCOUNT.
KEEP A COPY FOR YOUR FILES**

Bride's First/Last Name _____ Hm Ph _____

Email _____ Cell _____

Groom's First/Last _____ Hm Ph _____

Email _____ Cell _____

Primary Mailing Address _____

Name of Ceremony Chosen: _____ Date _____ Time _____

Name of Ceremony Location: _____ Specific site _____

Address of Wedding Location _____

Desired Consultation/Rehearsal Date/Time _____ Consultation Only - Desired Date/Time _____

I fully understand and agree to the terms of this agreement made by and between Hawai'i Wedding Associates, LLC and the individuals signed here or other individual(s) who are responsible for the wedding fees detailed below.

Groom's Signature _____ Date _____

Bride's Signature _____ Date _____

COMPLETE BELOW & SEND ENTIRE PART 1 - SIGNATURE PAGE WITH YOUR PAYMENT:

**If you've accepted a discount from HWA please make a note in the space below to ensure proper credit to your account. We can only honor one discount which is for the ceremony only. All additional services excluded. This will be reported in your balance due in your written wedding confirmation:

Total Ceremony Fee:.....\$ _____ See ceremonies list.

****Any HWA or other Discount?**.....\$ _____ Reason _____

Ceremony Deposit \$100. Min......\$ _____ **(Non-Refundable)**

Consultation/Formal Rehearsal: \$135. \$ _____ **50% Deposit** Required to Confirm. Inquire about Kahu's availability prior to confirming.

Office Only Consultation: \$35......\$ _____ To be paid at the conclusion of meeting.

Additional Travel Fee:..... \$ _____ Per trip. Please inquire if your site includes a travel fee and amount.

SUBTOTAL DUE\$ _____

Add 4.712% HGE TAX.....\$ _____

TOTAL AMOUNT DUE.....\$ _____

TOTAL DEPOSIT PAID\$ _____ Ch. # _____ Date _____ Ch.# _____ Date _____

TOTAL BALANCE DUE.....\$ _____ Due Date (as shown on written confirmation) _____

Please Make Your Payment to:

**Hawaii Wedding Associates, LLC
P.O. Box 4782
Kāne`ohe, HI 96744**

Please notify us by email when you send payment to ensure we check the PO Box on a timely basis.

HWA, LLC (HWA) Wedding/Renewal Confirmation Contract - Terms & Conditions - Part 2

(Effective Until December 31, 2015 & Subject to Change at Any Time)

Keep Part 2 for Your Files

WEDDING CONFIRMATIONS: Confirmations are normally accepted 6 - 8 months in advance of your ceremony date. The ceremony chosen, date, time and place are confirmed upon receipt of a **non-refundable \$100** min. deposit. All consultations and rehearsals are also confirmed with a non-refundable **50%** deposit. If you wish a formal consultation/rehearsal, please ensure that Kahu Silva is also available before confirming. Please **snail-mail** the **Signature Page – Part I** of this agreement. All time/date/site change requests for both ceremonies and consultations/rehearsals must be made via email for a re-confirmation otherwise, HWA, LLC is only responsible for the ceremony, date, time and location stated on this agreement. All wedding ceremonies are confirmed in writing via email.

PAYMENTS: Payment in full is required prior to all ceremonies. Full payment of your balance is due a minimum of 14 working days in advance or by the date stated in your written wedding confirmation. Full payment in advance is required for all wedding services and rehearsals that are 30 or fewer days from your wedding date. Payment is not accepted on the day of the ceremony except by our written authorization and must be made in **cash**. Payments are accepted in the form of personal check, traveler's or cashier's/bank check, or money order. We are unable to accept charge cards or Paypal at this time. Checks from foreign countries must have "**UNITED STATES DOLLARS**" printed on the face of the check by your bank. Returned checks are subject to standard bank service fees. HWA, LLC does not invoice or send overdue notices. It is the couple's responsibility to make payment by their due date.

FORMAL CONSULTATION/REHEARSAL: The consultation is at your wedding site and immediately followed by a very comprehensive step-by-step practice. This is highly recommended for the larger wedding with several bridal attendants or one when you combine 2 ceremonies. About 1 hour is allocated but other variables may dictate the actual time or until Kahu feels every one is comfortable and understands what to do: **\$135.** additional. You may not require a rehearsal. We can better advise you when you share more details about your number of bridal attendants.

OFFICE CONSULTATION w/ OFFICIANT: This is a ceremony "orientation" not a step-by-step practice. It's most appropriate for small and intimate weddings with 2 or no wedding attendants: **\$35** additional, (Kaneohe office or location in close proximity) to be paid at the conclusion of the meeting even if couples are also considering other ministers.

REFUNDS: Deposits for all services are non-refundable unless the ceremony is cancelled by HWA, LLC. However, we will consider your special circumstances on a case-by-case basis in the event of acts of God or events beyond your control.

TRAVEL/TIME FEE: Assessed for certain more sites around O`ahu for **each** time (including rehearsals) the minister is asked to render services at the wedding site. Please be sure to inquire about your specific location prior to confirming. **\$35 to \$50.** additional per trip.

DISCOUNT: A \$35. discount for the Lei Alohalani ceremony is offered provided it is performed at Kualoa Regional Park or other sites designated by HWA as preferred within or near Kaneohe, Oahu. This discount may not be combined with any other discounts or finder/referral fees.

FINDERS/REFERRAL FEES: HWA is happy to honor a 5% vendor referral fee agreement we have with a few wedding companies for certain ceremonies provided you notify us prior to your deposit, giving the name of the wedding company. This cannot be combined with any other discounts.

PERMIT FOR YOUR BEACH WEDDING: Laws require a use permit and possibly insurance for all activities at public beaches and parks. HWA is unable to provide this service except for Kualoa Regional Park provided the total number of people is 10 and fewer. For assistance for all other locations please contact: Department of Land & Natural Resources Land Division, <http://dlnr.hawaii.gov/land> Darlene Nakamura, Ph. (808) 587-

0417, darlene.k.nakamura@hawaii.gov or Steve Molmen, Ph. (808) 587-0439, steve.molmen@hawaii.gov.
Please furnish a copy of your permit to HWA to authorize Kahu Silva to perform your ceremony.

WEDDING LEIS: Couples are asked to furnish one bride's lei and one groom's lei for the sharing of bridal leis (lei exchange) unless couples request to omit this. If performing the Na Hulu Mamo ceremony, couples are also responsible for all leis honoring their parents.

Mahalo for Your Cooperation!