



**Puerto Rico Wedding Ministers, Inc.**  
DBA Ministros para Bodas  
PO Box 366347, San Juan, 00936-6347  
Tel.: 787-303-4155



### WEDDING OFFICIANT CONTRACT

Date of wedding: DD \_\_\_\_\_ MM \_\_\_\_\_ Year 20 \_\_\_\_\_ Time: \_\_\_\_\_ Heterosexual \_\_\_ LGTT \_\_\_

Ceremony venue: \_\_\_\_\_

Name of bride: \_\_\_\_\_ Actual Age: \_\_\_\_\_

Name of groom: \_\_\_\_\_ Actual Age: \_\_\_\_\_

Phone of contact Number(s): \_\_\_\_\_ e-mail: \_\_\_\_\_

#### Select service and price area

Officiant Celebrant Speak Ceremony (\_\_\_) English (\_\_\_) Español

Legal Wedding (\_\_\_) Symbolic Wedding (\_\_\_)

**Metro area: (San Juan, Isla Verde, Bayamon, Guaynabo, Caguas and Gurabo)**

(\_\_\_) Catholic Ceremony (\$400.00)

(\_\_\_) Christian Non-Denominational Ceremony: (\$300.00)

(\_\_\_) Civil Non-Denominational Ceremony: (\$300.00)

**Out of metro area:**

(\_\_\_) Catholic Ceremony (\$450.00)

(\_\_\_) Christian Non-Denominational Ceremony: (\$350.00)

(\_\_\_) Civil Non-Denominational Ceremony: (\$350.00)

Method of Payment: (select one) Check \_\_\_ Money Order \_\_\_ PayPal \_\_\_

ATH Mobil \_\_\_ Venmo Mobile \_\_\_

#### Payment Forms

- ✓ *Pay by check or money order; payable to Ministros para Bodas*
- ✓ *Deposit direct at Banco Popular use account number 042395526 payable for Ministros para Bodas*
- ✓ *Use at ATH Mobile 787-531-9944*
- ✓ *PayPal (It Carry \$ 10.00 additional charge for each payment) <https://www.paypal.me/tecasamos>*
- ✓ *VENMO (It carries an additional \$ 10.00 charge for each payment) <http://www.venmo.com/Ministrosparabodas>*

## CONTRACT TERMS

1. **Puerto Rico Wedding Ministers, Inc. (PRWM)** is not a church, but an agency that provides wedding officiant services. The ministers who officiate weddings for us are independent officiants who agree to work under conditions established by us.
2. Regular Services honorarium includes:
  - ✓ One (1) meeting with one of our office staff if necessary (or officiant if available) in San Juan prior to the ceremony. (Must be flexible on meeting times)
  - ✓ Licensed wedding officiant for the ceremony
  - ✓ Filing Marriage Certificate with Demographic Registry Office (for legal ceremonies only)
3. We do not offer Rehearsal services. Details of the ceremonies are discussed upon meeting our staff. (as previously stated,)
4. **PRWM** is not responsible for sound or Public Address (P.A.) system. We suggest such for larger ceremonies.
5. A 50% officiant reservation fee is required to hold the date of service. The reservation fee must be delivered with signed contract and is nonrefundable under any circumstances. Changes in dates and times of venue must be consulted with **PRWM** to avoid losing deposit fee due to unavailability.
6. Remaining balance of honorarium must be paid in full at least **(2) two weeks** prior to ceremony. Wedding officiants are not authorized to collect any outstanding balances on the day of the ceremony.
7. No refunds deposit is made for ceremonies cancelled.
8. **PRWM** will not officiate ceremonies with outstanding balances.
9. Catholic, Christian Non-Denominational and Civil Non-Denominational ceremonies will be officiated according to the liturgy of **PRWM**. We do not divulge the full text of our ceremonies nor accept a full text given to us to be read by the officiant. We however can include some texts, vows, and other suggestions from the couple which can make the ceremony more intimate and personal.
10. The ceremony shall not begin over half one (1/3) hour later than the established time set out in this contract. An additional charge of **\$50.00** will apply for every delayed half hour. If the officiant has another engagement, he/she can abandon the event after the first hour delay and will not constitute a breach of contract on our part.
11. The bride & groom (an/or signee) understand that in the unlikely event that services are not rendered, and the contract is breached on our part, the bride & groom will only be entitled to a refund from part up to the maximum of the total honorarium paid. That total amount of the paid service is understood to be also the maximum liability from **PRWM**.
12. The bride and groom must provide the completed information before the ceremony for the officiant to register the Marriage Certificate with the Demographic Register. If that information is not available same the ceremony a **\$150.00** late submission fee will be applied.
13. The Demographic Registry can issue the license to get married but reserves the right to register the marriage in accordance to their bylaws.
14. **PRWM** is **not** responsible for any procedure change or extra requirements the Demographic Registry Office (or its employees) impose now of issuing the Marriage License. The information on our page and

documents represent the information the Demographic Registry has provided us as the legal requirements to get legally married in Puerto Rico

15. The bride and groom are responsible for incorrect, incomplete or omitted information required to be divulged to the Demographic Registry Office. An additional charge of **\$150.00** will be charged for every time the officiant has to go to the Demographic Registry offices to resubmit the Marriage Certificate.
16. The couple has **60 days** after the ceremony to make any changes in the Marriage Act. **PRWM** is not responsible for any error in names, grammar, location, etc after **60 days** of the ceremony, and will not incur in any costs, legal or otherwise to change them after such period.

**For legal ceremony only; On the day of the ceremony you must deliver the following documents.**

- ✓ The license and marriage registration that was given to him in the demographic registry.
- ✓ Identification with photo of the parties and witnesses
- ✓ If they were married, a copy of the divorce decree
- ✓ If they had children, in or out of wedlock or each other, name and surname, date of birth, age and place of birth
- ✓ Our form that we attach.

Signed at \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Name of person signature

\_\_\_\_\_  
Contracting person signature

Telephone Num: \_\_\_\_\_ eMail Contact: \_\_\_\_\_

Accept by PRWM the day \_\_\_\_\_ of month \_\_\_\_\_ 20\_\_\_\_\_; Signature \_\_\_\_\_

