ALBERTSON WEDDING CHAPEL

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Congratulations from the staff at the Albertson Wedding Chapel! Your ceremony day is quickly approaching, and to better prepare you for what to expect, we have outlined an easy guideline to answer all of your questions & concerns! ☺

1. On your wedding day please arrive at the chapel **30 minutes prior to your ceremony start time.** Please tell your family and friends to arrive 30 minutes prior to your ceremony start time as well. We understand that in life thing happen, if you are running late please call us and let us know. If you are running late you may not have as much time allotted for the bridal room, and your ceremony may be cut short or may have to be rescheduled.

2. The Bridal room should be available for you to use no earlier than **30 minutes before** your ceremony time. We are not responsible for any items left in the Bridal room, so please appoint a family member or friend to keep your belongings with them **before** the start of your ceremony. If you do not have anyone to appoint please let us know and we will take your belongings in to the main chapel.

3. If you are ordering our **Pro Photography or Pro Video package**, please note that the **turnaround time is 7-10 business days.**

*****We do provide rush services if needed as follows:
*5 day turnaround Pro Photos & Video additional $65
*Same day turnaround for **Pro Photography** if possible $125
Same day turnaround for **Edited Pro Video** if possible - $266

4. If you would like to add additional services to your ceremony such as Pro Photography, Pro Video, Cupcake/Cookie station, Bouquets, extra Guests to your list etc - if you haven't already done so, please let us know at least **5 days before** your ceremony day so we can schedule that for you.

5. All children must be chaperoned by a parent or friend at **ALL** times. For their safety we do not allow running, jumping, or playing in the Albertson Wedding Chapel. We do not allow flower petals to be thrown on the floor, as well as rice or bubbles as it is a safety hazard. Any damages and/or broken fixtures incurred during the use of the AWC space will be addressed accordingly and are subject to a damages charge.

6. All balances for services ordered are due **2 weeks before** your ceremony day. No refunds allowed on any services. Service credit allowed up to 4 months.

*7. We have outlined an easy guide line to answer frequently asked questions and concerns in regards to your **Marriage License** ☺

Instructions for obtaining your Marriage license through us:

7a. Please note that we **ONLY** issue **Confidential Marriage licenses**

7b. **Before your wedding date you will need to fill out 4 required forms:**

***Marriage License Application** - which can be downloaded from our website on the faq page http://albertsonchapel.com/faq

***Identification form**

***Marriage Certificate App with $15 check for the State made payable to R.R.C.C or $25 cash, debit or credit card.**

***Acknowledgement form**

Please fill out ALL forms accurately and do not leave any spaces blank. On the Marriage License Application if there are sections that you do not know, please write unknown or N/A (not applicable).

8. We will need to see both of your ID's. They must be **government issued non expired ID's** such as a **Driver's license or Passport**. Please ask us for other forms of ID's that are also acceptable. We will need to make copies of both of your ID's to keep on file.

9. If you or your fiancé have been **divorced in the past 2 years**, we will need to make a copy of your divorce decree from the court that shows the stamp and date of dissolution. If the divorce has been longer than 2 years, we will only need the exact Month – Day – Year of the divorce.

10. On your wedding day we will give you a copy of your marriage license and we will send the original document to the State of California Registrar Recorder County Clerk.

11. **How long does it take to get my Marriage Certificate?** Please note that once we file your Marriage License, it will take the State of California Registrar Recorders office approximately **6-8 weeks** to record your license and mail you your marriage certificate to the address you have provided on your Marriage certificate application.

Client Print Name_____Sign_____Date___/___/___

Client Print Name_____Sign_____Date___/___/___

AWC Print Name_____Sign_____Date___/___/___