



GETTING MARRIED AT CITY HALL

General Information and Planning Package





GETTING MARRIED AT CITY HALL

General Information and Planning Package

INDEX

City of Quinte West Civil Marriage Services 3

Civil Marriage Ceremony Guidelines 5

Civil Marriage Ceremony Booking Agreement..... 7

Sample Simple Marriage Ceremony..... 12

Sample Option #1 Marriage Ceremony 14

Sample Option #2 Marriage Ceremony 16

City of Quinte West Facilities 18

City of Quinte West Officiates 19



CIVIL MARRIAGE SERVICES

The City of Quinte West offers Civil Marriage Services normally the second and fourth Friday afternoon of every month (subject to availability) between 1:00 and 4:00 p.m. in the Council Chambers at City Hall. The fee for this service is \$250.00 (plus H.S.T.) and is payable at the time of booking. Please note the Civil Marriage Service does not include the fee for the Marriage Licence (\$125.00).

Legal Requirements:

The City Clerk or Deputy City Clerks will act as Officiate to solemnize the Civil Marriage Ceremony. The Civil Marriage Service will be a non-denominational and dignified ceremony, which adheres to the requirements of the Marriage Act for the Province of Ontario.

Civil Marriage Ceremony:

Ceremonies, available in English only, are simple and dignified and are conducted in Council Chambers which provides an intimate and formal setting. The Ceremony lasts approximately 30 minutes depending on the vows chosen. The service time booked would be approximately one (1) hour to allow for photo opportunities, etc. If an interpreter is required, more time would be needed.

It is necessary that ceremonies are booked in advance to allow for a pre-ceremony meeting at least five (5) days prior to the Ceremony.

To help make this important day as beautiful, dignified and intimate as possible, this package contains information to assist you with learning more about the Civil Marriage Service, and to plan your Ceremony.

Enclosed you will find:

- a) **Civil Marriage Ceremony Guidelines:**
The guidelines provide answers to frequently asked questions with regard to Civil Marriage Ceremonies at City Hall.
- b) **Civil Marriage Ceremony Booking Agreement:**
A booking is not confirmed until this Agreement is completed and returned to the Corporate Services Department with full payment of \$250.00 (plus H.S.T.) (certified cheque, cash or debit).

- c) **Pre-Ceremony Information Questionnaire:**
This information will assist the Officiate and the Applicants to plan and coordinate the details of the Ceremony.

- d) **Sample Vows:**
We have included examples of vows which the Applicants can choose from including a simple vow and two options. There is a provision to allow Applicants to write custom vows for the Service which can be inserted between the mandatory declarations required under the Marriage Act. Custom vows are subject to the approval of the Officiate.

- e) **Our Facility and the Officiates:**
City Hall and Council Chambers offers a quiet ambiance and intimate setting for your Civil Marriage Ceremony and includes the use of the Facility and Grounds for picture opportunities for the Applicants. A quick tour/visit can be arranged. A photo gallery of our Facilities and the Officiates is included in the Civil Marriage Ceremony Guidelines



CIVIL MARRIAGE CEREMONY GUIDELINES

1. Ceremonies will normally be conducted in the Council Chambers at the Municipal Offices, 7 Creswell Drive, Trenton, between the hours of 1:00 p.m. and 3:00 p.m. on the second and fourth Friday of every month (subject to availability). When the Friday is a civic or statutory holiday (i.e. Good Friday) the offering of marriage services is moved to the Thursday afternoon.
2. Fee: \$250.00 plus H.S.T. (certified cheque, cash or debit) payable in advance at the time of booking is required and a Booking Agreement executed. The ceremony fee does not include the Marriage Licence fee (\$125.00).
3. Changes to date and/or time are permitted at no additional charge, provided the location and Officiate are available. An administration fee of \$50.00 will be applied should the Ceremony be cancelled prior to the scheduled date. No refund will be issued if the Ceremony is cancelled on the day of the Ceremony, or the Applicant(s) fail to appear for the Ceremony.
4. The Marriage Ceremony lasts approximately 30 minutes. Plan to arrive at least 15 minutes prior to the Ceremony to allow time for review of final details.
5. A request for a Civil Marriage Ceremony is to be received a minimum of seven (7) days prior to the date of the Ceremony.
6. Pre-ceremony meeting (approximately 30 minutes):
 - a) To be scheduled for at least five (5) days prior to the ceremony;
 - b) Both parties must be in attendance and provide photo identification (i.e. driver's licence);
 - c) Bring completed Application for a Civil Marriage Ceremony;
 - d) If specific vows are to be included, please provide a written copy; and
 - e) A valid Marriage Licence issued in the Province of Ontario is to be presented (date issued must be within three (3) months of ceremony).
7. Alcohol or stimulants are not to be used by the Applicants or their witnesses prior to or during the Ceremony. If the Officiate has reason to believe that alcohol or other stimulants have been used, the Ceremony will not proceed.
8. In order to maintain the dignity of the Ceremony clothing should be appropriate for the occasion.

9. Music will be permitted at certain times throughout the Ceremony, and is to be determined during the pre-ceremony meeting. When selecting the type of music, consideration should be given to its appropriateness and contribution to the dignity of the occasion. Music is subject to the approval of the Officiate.
10. A maximum of 50 guests (not including the wedding party) can be accommodated in the Council Chambers.
11. The taking of photographs will not be permitted during the Ceremony. An opportunity will be provided for photos before the ceremony begins, during the signing of the Register, and when the Ceremony is complete. Videotaping of the Ceremony may be permitted subject to certain limitations at the discretion of the Officiate.
12. No confetti, rice, bubbles, etc. are allowed in the Municipal Offices or grounds.
13. Minimal decorations are permitted (e.g. flowers, balloons). They may be placed 15 minutes prior to the Ceremony and removed within 15 minutes of the conclusion of the Ceremony. Use of decorations that are to be affixed to walls or furniture (i.e. tape, staples, nails, etc.) are not permitted.

Notes:

- a) ***Any deviation from the above guidelines with regard to Items 1, 5, 6, 9, and 10 are at the discretion of the Officiate.***
- b) ***It is the Applicants' responsibility to provide an interpreter if they do not speak English and/or require language assistance. The interpreter cannot be one of the witnesses. The interpreter shall be required to sign a form confirming that he/she has interpreted the wedding ceremony.***
- c) ***If personal vows are to be made, a written copy is to be submitted to the Officiate for review. Bring written copy to the pre-ceremony meeting.***
- d) ***The Record of Solemnization of Marriage provided at the ceremony is not a legal record. Approximately 12 weeks after the ceremony you may apply to the Office of the Registrar General to obtain an official Certificate of Marriage. The appropriate form is included with the Marriage Licence.***

Personal information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used for the purpose of providing the civil marriage solemnization services. Questions with respect to the collection of personal information should be addressed to the Freedom of Information and Privacy Coordinator, City of Quinte West, P.O. Box 490, Trenton, Ontario K8V 5R6 (613) 392-2841.



CIVIL MARRIAGE CEREMONY BOOKING AGREEMENT

Applicant's Name: _____

Co-Applicant's Name: _____

Date of Ceremony (mm/dd/yr): _____ Time of Ceremony: _____ p.m.

Contact Telephone No.: _____

1. Candles, Confetti or Rice are not allowed in or on City property.
2. The Applicants for the Civil Marriage Ceremony, do hereby consent to defend and indemnify The Corporation of the City of Quinte West for any loss or damages incurred by their invitees. The Applicants agree that the Corporation of the City of Quinte West will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending on the invitation of the Applicants.
3. The Applicants shall be responsible for the conduct and supervision of all persons admitted to the Council Chambers and shall see that all regulations pertaining to the event are strictly followed.
4. The Municipal Council Chambers may only be used for civil marriage ceremonies conducted by the Municipal Clerk or designate(s).
5. All exits must be kept free from obstruction in case of fire.
6. The Council Chambers is available for a maximum of one hour only, minimal decorating is permitted.
7. Music deemed by the Officiate to be appropriate to the occasion will be allowed.
8. Changes to date and/or time are allowed at no additional charge, provided that the Council Chambers and the Officiate are available. Requests to change the date and/or time must be received a minimum of 48 hours prior to the originally scheduled date and time.
9. An administration fee of \$50.00 will be charged if the ceremony is cancelled prior to the scheduled date and time.

- 10. No refund will be issued if the ceremony is cancelled less than 48 hours prior to the scheduled date and time, or the Applicant(s) do not show up for the ceremony, or if the Applicant(s) or witnesses are under the influence of alcohol or other stimulants (in the sole opinion of the Officiate).
- 11. A booking is not confirmed until this Agreement is completed and returned to the Municipal Clerk's Office with full payment of \$250.00 (plus H.S.T.) (certified cheque, cash or debit).

Signature of Applicant

Date

Personal information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used for the purpose of providing the civil marriage solemnization services. Questions with respect to the collection of personal information should be addressed to the Freedom of Information and Privacy Coordinator, City of Quinte West, P.O. Box 490, Trenton, Ontario K8V 5R6 (613) 392-2841.

Office Use Only – Marriage Ceremony Confirmation
Name of Officiate:
Signature of Clerk's Office Representative:
Date:
Receipt #



CIVIL MARRIAGE CEREMONY BOOKING AGREEMENT

(to be completed by the Applicants prior to the booking appointment)

Applicant Information:

Name of Applicant(s): _____ (Applicant)
(Last, First, Middle)

Address _____

Phone _____

_____ (Co-Applicant)

Address _____

Phone _____

Marriage Licence No.: _____

Date Issued: (mm/dd/year) _____

I.D. Information: _____ (Applicant)

I.D. Information: _____ (Co-Applicant)
(i.e. Driver's Licence Number)

Occupation: _____ (Applicant)

Occupation: _____ (Co-Applicant)

Ceremony Information:

Ceremony Date (mm/dd/yy) _____

Time _____

Witnesses (2 required)

Applicant's
Witness: Name _____

Address _____

Phone _____

Anticipated Number of Guests: _____
(Maximum 50, not including wedding party)

Are there any other additions to the Ceremony? Yes No

If yes, please identify (attach typewritten copy) _____

Additional comments or requests: _____

Fees:

\$250.00 (plus H.S.T.) (payable by certified cheque, cash, debit) Receipt # _____

Signatures:

Applicant: _____

Co-Applicant: _____

Date: _____

Personal information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used for the purpose of providing the civil marriage solemnization services. Questions with respect to the collection of personal information should be addressed to the Freedom of Information and Privacy Coordinator, City of Quinte West, P.O. Box 490, Trenton, Ontario K8V 5R6 (613) 392-2841.



SIMPLE MARRIAGE CEREMONY

SOLEMNIZER:

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this woman / these two people), under the authority given and provided by the Government of the Province of Ontario.

Marriage is not to be entered upon thoughtlessly or irresponsibly, but with a due and serious understanding and appreciation of the ends for which it is contracted.

Therefore, if there is anyone present who can show just cause why these two persons may not be lawfully joined together in matrimony, they should now declare it, or hereafter remain silent.

REPEAT (Person #1)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #2)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #1)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/spouse/partner).

REPEAT (Person #2)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/spouse/partner).

SOLEMNIZER:

I, _____ by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife / married as partners in life). (*you may kiss*)

May you enjoy length of days, fulfillment of hopes, and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

(After signing the Register, Solemnizer announces) May I introduce to you the married couple.



OPTION #1 MARRIAGE CEREMONY

SOLEMNIZER:

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this woman / these two people), under the authority given and provided by the Government of the Province of Ontario.

Marriage is not to be entered upon thoughtlessly or irresponsibly, but with a due and serious understanding and appreciation of the ends for which it is contracted.

Therefore, if there is anyone present who can show just cause why these two persons may not be lawfully joined together in matrimony, they should now declare it, or hereafter remain silent.

REPEAT (Person #1)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #2)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #1)

I call upon these persons here present to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

REPEAT (Person #2)

I call upon these persons here present to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

RINGS:

(Make provision for ring bearer)

SOLEMNIZER to Person #1

Please place the ring on the third finger of _____'s left hand saying after me: "This ring I give in token of the covenant made this day between us".

SOLEMNIZER to Person #2

Please place the ring on the third finger of _____'s left hand saying after me: "This ring I give in token of the covenant made this day between us".

SOLEMNIZER:

I, _____ by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife / married as partners in life). (*you may kiss*)

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

(*After signing the Register, Solemnizer announces*) May I introduce to you the married couple.



OPTION # 2 MARRIAGE CEREMONY

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this woman / these two people), under the authority given and provided by the Government of the Province of Ontario.

Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

Therefore, if there is anyone present who can show just cause why these two persons may not be lawfully joined together in matrimony they should now declare it or hereafter remain silent.

PERSONAL VOWS: Person #1

PERSONAL VOWS: Person #2

REPEAT (Person #1)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #2)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #1)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

REPEAT (Person #2)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

RINGS:

(Make provision for ring bearer)

SOLEMNIZER to Person #1

Please place the ring on the third finger of _____'s left hand, saying after me: "This ring I give in token of the covenant made this day between us".

SOLEMNIZER to Person #2

Please place the ring on the third finger of _____'s left hand, saying after me: "This ring I give in token of the covenant made this day between us".

SOLEMNIZER:

I, _____ by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife / married as partners in life). *(You may kiss)*

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

(After signing the Register, Solemnizer announces) May I introduce you to the married couple.