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**GETTING MARRIED AT CITY HALL**

**2020 General Information and Planning Package**





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## GETTING MARRIED AT CITY HALL

### General Information and Planning Package

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## **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 or at the Marina Gathering Hall Facility. The fee for the service at City Hall is \$394.00 H.S.T. included, at the Marina Gathering Hall Facility the fee is \$950.33, H.S.T. included, and is payable at the time of booking. Please note the Civil Marriage Service does not include the fee for the Marriage Licence (\$140.00).

### **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 either the Council Chambers or alternatively the Marina Gathering Hall Facility, which provides an intimate and formal setting. The Ceremony lasts approximately thirty (30) minutes depending on the vows chosen. The service time booked would be approximately one (1) hour to allow for photo opportunities, etc. Please note the late arrival of applicants for the scheduled Civil Ceremony Service may result in the Officiate not performing the ceremony, and the service may be required to be rescheduled to another date. 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. A booking will be confirmed upon receipt of payment.

**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 and Marina.

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 \$394.00 (H.S.T. incl.) for the Council Chambers or \$950.33 (H.S.T. incl.) for the Marina Gathering Hall Facility. Acceptable payment options are certified cheque, cash, debit or credit card (online payment portal only).

For your convenience, an online credit card payment portal is a payment option. However, a flat transaction fee of \$12.50 per booking will apply. Should you wish to pay for the booking using our online payment portal, a booking number must be obtained from the Corporate Service Department and payment must be made in full to confirm the booking.

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 three 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.

Alternatively, the City's Marina Gathering Hall Facility may be booked for your Civil Marriage Ceremony at a cost of \$950.33 (H.S.T. incl.). The City's Marina Gathering Hall Facility is located directly behind City Hall and this grand room is equipped with a fireplace and large windows which overlook the picturesque marina located on the Bay of Quinte.



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## CIVIL MARRIAGE CEREMONY GUIDELINES

1. Ceremonies will normally be conducted in the Council Chambers at the Municipal Offices, 7 Creswell Drive, Trenton, or alternatively at the Marina Gathering Hall Facility, located directly behind City Hall between the hours of 1:00 p.m. and 4:00 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. For use of the Council Chambers the fee is \$394.00 or \$950.33 (H.S.T. included) for use of the Marina Gathering Hall Facility. Acceptable payment is by certified cheque, cash, debit or credit card (online payment portal only). This is payable at the time of booking and a Booking Agreement executed. The ceremony fee does not include the Marriage Licence fee (\$140.00).
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 thirty (30) minutes. Plan to arrive at least fifteen (15) minutes prior to the Ceremony to allow time for review of final details. Late arrival of the applicants for the scheduled Ceremony may result in the Officiate not performing the ceremony, and the service may be required to be rescheduled to another date.
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 is recommended (approximately thirty (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).

\*If pre-ceremony meeting does not occur, a valid Marriage Licence issued in the Province of Ontario must be delivered to the Corporate Services Department at least five (5) business days prior to the 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 fifty (50) guests can be accommodated in the Council Chambers. A maximum of eighty (80) guests can be accommodated in the Marina Gathering Hall Facility.
11. No confetti, rice, bubbles, etc. are allowed in the Municipal Offices, the Marina Gathering Hall Facility, or grounds.
12. Minimal decorations are permitted (e.g. flowers, balloons). They may be placed fifteen (15) minutes prior to the Ceremony and removed within fifteen (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 twelve (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.***



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## 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 or Marina Gathering Hall Facility, 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 or Marina Gathering Hall Facility is available for a maximum of one (1) 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 or Marina Gathering Hall Facility, and the Officiate are available. Requests to change the date and/or time must be received a minimum of forty-eight (48) hours prior to the originally scheduled date and time.

9. 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.
  
10. A booking is not confirmed until this Agreement is completed and returned to the Corporate Services Department with full payment of \$394.00 (H.S.T. incl.) for the Council Chambers or \$950.33 (H.S.T. incl.) for the Marina Gathering Hall Facility. Acceptable payment options are certified cheque, cash, debit or credit card (online payment portal only).
  
11. The City reserves the right to postpone, reschedule or cancel any civil ceremony due to severe weather conditions or for an emergency situation within the City of Quinte West. Where postponement or rescheduling cannot be mutually coordinated, the applicant will receive a full refund.

\_\_\_\_\_  
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.*

<b>Office Use Only – Marriage Ceremony Confirmation</b>
<b>Name of Officiate:</b>
<b>Signature of Clerk’s Office Representative:</b>
<b>Date:</b>
<b>Receipt #</b>



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## 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 \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ (Co-Applicant)

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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 \_\_\_\_\_

Co-Applicant's

Witness: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

**Ceremony/Vows:**

**Options:**            Option #1: Simple                            Yes             No   
                          Option #2: Basic                                    Yes             No   
                          Option #3: (with Personal Vows)            Yes             No   
**(Please provide written copy of vows for Option 3 when booked)**

Will anyone be giving an Applicant away?                            Yes             No   
If so, Name and Relationship \_\_\_\_\_  
\_\_\_\_\_

Will rings be exchanged during the Ceremony?                            Yes             No   
How Many?    One             Two

Will there be a flower girl?    Yes             No   
Name and age: \_\_\_\_\_

Will there be a ring bearer?    Yes             No   
Name and age: \_\_\_\_\_

Is an interpreter required?    Yes             No   
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Will there be a Photographer? Yes  No

Will there be a Videographer? Yes  No

Will there be music? Yes  No

If so, what type? (I.e. tape, CD) \_\_\_\_\_  
What equipment is required? \_\_\_\_\_

Use of microphone system required? Yes  No

Will there be decorations? Yes  No

Type of decorations: \_\_\_\_\_  
\_\_\_\_\_

Anticipated Number of Guests: \_\_\_\_\_

Council Chambers - Maximum fifty (50), not including wedding party  
Marina Gathering Hall Facility – Maximum eighty (80), not including the wedding party

Are there any other additions to the Ceremony? Yes  No

If yes, please identify (attach typewritten copy) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments or requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fees:**

Please mark (x) the appropriate box to signify your desired location

Council Chambers = \$394.00 HST Inc.

Marina Gathering Hall Facility = \$950.33 HST Inc.

Payable by certified cheque, cash, debit or credit card (online payment portal only).

Receipt # \_\_\_\_\_

**Signatures:**

Applicant: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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## OPTION #1 - 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.



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## OPTION #2 - BASIC 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.



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### **OPTION # 3 - MARRIAGE CEREMONY (with personal vows)**

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.