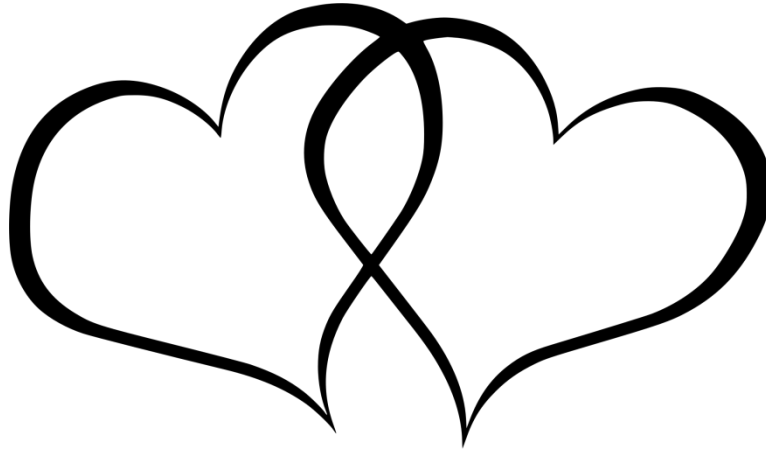


Town of Tillsonburg
Civil Marriage Package



Civil Marriage Ceremony Applicant's Check List

- Review Civil Marriage Ceremony Guidelines (see page 3)
- Contact the Office of the Clerk to schedule a pre-ceremony meeting with the Officiant
- Obtain a valid Ontario marriage licence
- Complete the Pre-Ceremony Information Questionnaire for review with the Officiant (see page 13)
- Complete the Booking Agreement Form for a Town of Tillsonburg Civil Marriage Service (see page 14)
- Pay all required fees in accordance with this package (see page 4)
- Choose vows for your civil marriage ceremony (see page 8)
- Determine a location for the ceremony
- Make arrangements for two witnesses
- If required, please make arrangements for an interpreter for the ceremony (see page 3)
- Arrange for any music, videographer, photographer and decorations

Reminder

It is recommended that you complete an application form for a marriage certificate approximately three (3) months following the date of marriage. Forms will be included with your marriage licence or can be obtained online at <https://www.ontario.ca/page/getting-married>.

Contact Information

Office of the Clerk

clerks@tillsonburg.ca

519.688.3009 ext. 4041

200 Broadway, Suite 204

Tillsonburg, ON N4G 5A7

Civil Marriage Ceremony Guidelines

1. Civil marriage ceremonies last up to thirty (30) minutes, depending on the vows chosen. The service time booked would be approximately one (1) hour to allow for photo opportunities and use of an interpreter if required.
2. A request for a civil marriage ceremony must be received a minimum of fourteen (14) days prior to the date of the ceremony. The applicants are required to complete the Civil Marriage Booking Agreement and pay the appropriate fee at the Town office. As well, applicants must complete a Pre-Ceremony Information Questionnaire and meet with the Marriage Officiant.
3. Two witnesses are required during the ceremony. Witnesses must be at least eighteen (18) years old and speak English, or have a translator present. If no witnesses are available, the Town may supply them upon request. The cost is \$25 per witness if required and this is only available for ceremonies conducted in the Council Chambers.
4. 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.
5. The Officiant has the authority to refuse to perform a marriage ceremony if anyone in the wedding party (being the bride, groom or witnesses) appears to be under the influence of alcohol or drugs.

Location

1. Wedding ceremonies are conducted in the Council Chambers, which is located on the 2nd floor of 200 Broadway, Tillsonburg. Ceremonies are conducted Monday to Friday between 9:30 a.m. and 3:30 p.m. Ceremonies will not be conducted on days that Town Council meets (usually the 2nd and 4th Monday of each month).
2. Officiants may conduct ceremonies at a different location, and/or outside of regular business hours upon request. When the ceremony is held outside of business hours an alternative location must be provided.
3. The Council Chambers will only be made available for a maximum of one (1) hour per ceremony.

4. Music will be permitted at certain times throughout the ceremony and it 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 and an audio device must be supplied if you wish to have music at the ceremony.
5. A maximum of twenty-five (25) guests (not including the wedding party) can be accommodated in the Council Chambers should this location be used.
6. No candles, confetti, rice or bubbles are allowed in the Council Chambers or on municipal property.
7. When using Council Chambers, 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. The use of decorations that are to be affixed to walls or furniture (i.e. tape, staples, nails, etc.) are not permitted. The Town of Tillsonburg will provide minimal decorations including a white tablecloth for the signing of the marriage registry.
8. The renter shall be responsible for the conduct and supervision of all persons admitted to Council Chambers and shall see that all regulations pertaining to the event are strictly followed.
9. The Applicants, as the renters of the Council Chambers for the civil marriage ceremony, hereby consent to defend and indemnify The Corporation of the Town of Tillsonburg for any loss or damages incurred by their invitees. The applicants agree that The Corporation of The Town of Tillsonburg 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.

Fees

1. All fees are payable in advance at the time of booking and requires the execution of a Booking Agreement. A blank booking agreement form is included in this package for your reference. Payments are to be made by cash or certified cheque.

Council Chambers	\$250 (+HST)	Marriage Licence	\$130
Other Location	\$300 (+HST)	Per Witness	\$25 (+HST)
Travel (Outside of Town limits): current mileage rate			

2. All fees are subject to change based on revisions to the Town's Rates and Fees By-law. Please check with the Officiant for the most up-to-date fees.
3. The marriage fee includes a pre-consultation with the Officiant, use of Council Chambers, Officiate, limited decorations and the licence sent to the Provincial Government.
4. The fee for a marriage licence is \$130.00. More information regarding the application process for obtaining a marriage licence in Ontario, can be obtained by accessing the Government of Ontario website, www.ServiceOntario.ca or from the Office of the Clerk.
5. Changes to date and/or time are permitted at no additional charge, provided the location and officiants are available and the request is received a minimum of two business days prior to the originally scheduled date and time. 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.

Frequently Asked Questions

1. What documents are needed for a civil marriage service?

Before meeting with the marriage Officiant you should have completed and paid for your Ontario marriage licence (valid for three (3) months following its' date of issue), which you need to show the Officiant. You should have also completed the Pre-Ceremony Information Questionnaire and Booking Agreement, which are both included in this package.

2. Who may officiate the wedding?

In the Town of Tillsonburg, the Clerk and Deputy Clerk are appointed Officiants and may perform wedding ceremonies.

3. Where will the wedding be located?

The ceremony takes place in Council Chambers, which is located on the 2nd floor of 200 Broadway. The wedding Officiants may go to other locations upon request. Please inquiry with the Office of the Clerk.

4. Can we get married on Saturday?

Yes. Weddings take place at the Town office from Monday to Friday during business hours. Officiants may conduct ceremonies outside of regular hours upon request. When the ceremony is held outside of business hours a location must be provided.

5. Does the Town offer “same day service” for a ceremony?

The Town does not offer same day ceremonies. Requests must be made and a pre-ceremony meeting must be conducted a minimum of two weeks prior to the ceremony.

6. Do we have to purchase our Ontario Licence in Tillsonburg to be married in Tillsonburg?

No, an Ontario Licence may be purchased anywhere in the Province of Ontario to be married anywhere in the Province.

7. Are witnesses required for a civil marriage ceremony?

Yes, all couples require two witnesses present during the ceremony. Witnesses must be at least eighteen (18) years old and speak English, or have a translator present. If no witnesses are available the Town may supply them upon request. The cost is \$25 per witness, if required, and this is only available for ceremonies

conducted in Council Chambers.

8. May we include readings from the Bible or have a Blessing at our ceremony?

The marriage Officiant may not perform any type of religious ceremony in keeping with the spirit of the Ontario Marriage Act which requires civil ceremonies to be “non-denominational”. The couple may have someone other than the Officiant provide a reading or a blessing.

9. Who registers our civil marriage?

After the ceremony all parties must sign the Record of Solemnization (to be retained by the couple) and the Statement of Marriage, both are included on the licence. The marriage Officiant will ensure all documentation is forwarded to the Office of the Registrar General in Thunder Bay within two (2) business days to register your marriage with the Province of Ontario.

Ceremony Option #1

PURPOSE

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 any one 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.

Officiant to 1st person: Please repeat after me:

REPEAT (Person #1)

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

Officiant to 2st person: Please repeat after me:

REPEAT (Person #2)

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

DECLARATION OF INTENT AND VOWS

Would you please face each other, join hands and repeat after me.

REPEAT (Person #1)

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

REPEAT (Person #2)

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

EXCHANGE OF RINGS

(Make provision for ring bearer)

This ring is a symbol of your marriage and a symbol of your love and life together.

REPEAT (Person #1)

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

REPEAT (Person #2)

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

As you wear these rings may you find them reminders of an endless love which may grow more meaningful with each passing day.

PRONOUNCEMENT

[NAME] and [NAME] have pledged themselves to each other and have declared this symbolically by their vows and the exchange of rings.

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

You may now exchange a kiss as a token of your love.

SIGNING OF THE REGISTER

At this time, the wedded parties and their witnesses will sign the Official Marriage Register.

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.

May I introduce to you Mr. and Mrs. [NAME].

*** These lines must be spoken by officiant.**

MARRIAGE CEREMONY OPTION # 2

PURPOSE

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 any one 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.

[NAME] and [NAME] you have made it known that you want to be joined in marriage and no one has shown any valid reason why you may not. If either of you know of any lawful impediment why you should not be married, you are now to declare it.

Officiant to 1st person: Please repeat after me:

REPEAT (Person #1)

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

Officiant to 2st person: Please repeat after me:

REPEAT (Person #2)

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

Marriage is not a single event but, rather a developing process. Marriage is the faithful union between two persons, the result of which is the formation of a family unit whose members shall help, support and enjoy each other in good times and in bad times. It is this relationship these two persons wish to have declared and celebrate.

If either person is escorted forward, Officiant states:

Who is it that gives this (man/woman/these individuals) in marriage? Answer: I/we do. (father, mother, children, relatives, etc)

DECLARATION OF INTENT AND VOWS

Would you please face each other, join hands and repeat after me.

REPEAT (Person #1)

I call upon these persons here present, to witness that I [NAME], do take you [NAME], 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 [NAME], do take you [NAME], 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.

EXCHANGE OF RINGS

(Make provision for ring bearer)

This ring is a symbol of your marriage and a symbol of your love and life together.

REPEAT (Person #1)

Please place the ring on the third finger of [NAME]'s left hand saying after me:
With this ring, I thee wed. I shall love, honour and cherish thee and this ring is the symbol of my love.

This ring is a symbol of your marriage and a symbol of your love and life together.

REPEAT (Person #2)

Please place the ring on the third finger of [NAME]'s left hand saying after me:
With this ring, I thee wed. I shall love, honour and cherish thee and this ring is the symbol of my love.

As you wear these rings may you find them reminders of an endless love which may grow more meaningful with each passing day.

PRONOUNCEMENT

[NAME] and [NAME] have pledged themselves to each other and have declared this symbolically by their vows and the exchange of rings.

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

You may now exchange a kiss as a token of your love.

SIGNING OF THE REGISTER

At this time, the wedded parties and their witnesses will sign the Official Marriage Register.

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. I wish you happiness and prosperity and may the vows you made to each other today, sustain you forever.

May I introduce to you Mr. and Mrs. [NAME].

*** These lines must be spoken by officiant.**

Pre-Ceremony Information Questionnaire

Applicant

Co-Applicant

Last Name _____
First Name _____
Address _____
Phone _____

Witness #1 _____ **Witness#2** _____
Marriage Licence Number _____ **Date Issued** _____

Note: Licence valid for three months from date of issue

Ceremony Details:

Proposed Date of Marriage _____ **Proposed Time** _____
Proposed Location _____
Number of Guests _____ **Ceremony Option #** _____

Please check if any of the following will be applicable:

- Incorporation of Personalized Vows
- Exchange of Rings
- Exchange of Embrace
- Photographer
- Videographer
- Decorations or Music
- Interpreter If required, please include contact information _____

Note: nothing can be affixed to any wall surface

Additional Comments or Requests

For Office Use- Policy Review

- Appropriate dress required
- No alcohol permitted on Town property
- No consumption of alcohol prior to or during the ceremony for the couple and witnesses
- No music of flowers will be provided
- No religious connotation
- No confetti, rice, candles or incense allowed in or outside Council Chambers
- Review Council Chambers

Booking Agreement

Applicant

Co-Applicant

Last Name _____

First Name _____

Address _____

Phone _____

Email Address _____

Date Ceremony _____

Time of Ceremony _____

Date Marriage Licence Issued _____

Note: Must be valid for three months from date of issue

Is the Town Council Chambers being used? Yes No

If not using Council Chambers, please identify exact location/address of wedding.

Fee: \$ _____

Travel: \$ _____

Witnesses: \$ _____

Marriage Licence \$ _____

HST: \$ _____

Total: \$ _____ (includes HST)

The applicants acknowledge that they have read the Town of Tillsonburg Civil Marriage Guidelines as attached hereto and shall adhere to the requirements established with respect to the provision of civil marriage services by the Town of Tillsonburg. The applicants also acknowledge that the information provided on the Pre-Ceremony Information Questionnaire is accurate to the best of their knowledge.

Signature of Applicant

Date

Signature of Co-Applicant

Date

Office Use:

Name of Officiant _____

Date _____

Signature of Officiant _____ Amount Paid _____ Date Paid _____