



TOWN OF SHELburne

CIVIL MARRIAGE CEREMONY GUIDELINES

Civil ceremonies will be conducted by an appointed Marriage Officiant of the Town of Shelburne. Couples wishing to be married in Shelburne must have an **Ontario Marriage License** and a completed **Civil Marriage Ceremony Questionnaire** provided by the Town. A request for a civil ceremony must be received at least ten days prior to the date of the ceremony.

Bookings:

- Ceremonies may be scheduled during normal office hours between 10:00 a.m. and 3:00 p.m. Monday to Friday and will take place at the Town of Shelburne in Council Chambers, 203 Main Street East, Shelburne L9V 3K7.
- Arrangements for Ceremonies taking place outside of the Town Hall and/or outside regular business hours are at the discretion of the Officiant.

Mandatory Marriage Consultation:

The mandatory marriage consultation is to be scheduled (at the time the marriage is booked) 7 to 10 days prior to the date of the ceremony. Both applicants are required to attend a mandatory marriage consultation with the Marriage Officiant.

The applicants should have with them:

1. Photo Identification (e.g. Driver's License, current Passport or picture Ontario Health Card)
2. A completed **Civil Marriage Ceremony Questionnaire**
3. A valid **Ontario Marriage License** which can be purchased from the Town or another Ontario municipality with the authority to issue marriage licenses and is valid for a period of three months after the issue date; and
4. A receipt for payment of the ceremony.

Fees:

- \$300.00 (plus HST) for the Marriage Ceremony (**must be paid at time of booking – Cash or Debit**)
- **Any change of date within 7 days of the ceremony will be subjected to a \$25.00 administration fee and is subject to availability.**
- **An administration fee will be charged for any cancellation before the consultation - \$50.00**
- **Cancellation of the ceremony after the consultation will result in a \$150.00 non-refundable fee.**

Witnesses:

Two witnesses are required to be present during the ceremony. Although there is no minimum age for a witness, it is suggested that they should be at least 14 years of age and should be able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required.

If at the time of the consultation process, Municipal Staff are asked to act as witnesses, there will be an additional charge of \$50.00 (plus HST) per appointed witness. **(Must be paid at time of booking – Cash or Debit)**

Identification:

One of the following pieces of identification is required for both applicants:

- An original birth certificate **OR**
- A current passport **OR**
- A Canadian Citizenship Card together with government issued photo identification (e.g. Driver's License or picture Ontario Health Card)

Interpreters:

If you do not understand or read English, you must provide your own interpreter and he/she must provide identification.

Clothing:

In order to maintain the dignity of the ceremony, clothing should be appropriate for the occasion.

Expiry Date:

A marriage license is valid for use anywhere in Ontario for a period of three (3) months from the date of issue.

Ceremony Options:

The couple may review and choose from three ceremony script options. Their selection should be submitted along with the **Civil Marriage Ceremony Questionnaire**.

Subject to approval by the Marriage Officiant, the couple may personalize parts of the script, including vows.

Music deemed by the Marriage Officiant to be appropriate to the occasion will be allowed. The applicants must supply a music player for their recorded music.



TOWN OF SHELburnE
CIVIL MARRIAGE CEREMONY QUESTIONNAIRE
 (please complete and bring to the consultation)

1. **APPLICANTS: (Please bring Photo I.D. to the consultation together with the marriage license. Note: Consultation is required to take place at least one (1) week prior to the ceremony.)**

Applicant:

Full Name: _____

Photo I.D.: _____

Contact Telephone Number: _____

Occupation: _____

Joint Applicant:

Full Name: _____

Photo I.D.: _____

Contact Telephone Number: _____

Occupation: _____

2. **CEREMONY DETAILS:**

Date: _____ Time: _____

Ceremony Script # _____ Number of Guests: _____
 (A maximum of 25 is permitted)

Incorporation of personalized vows: The Marriage Officiant must see the text of the personalized vows prior to the service to ensure that they are appropriate to the dignity of the occasion.

Due to the civil nature of the service, the ceremony shall not refer to any particular or identifiable religious connotations or traditions. Please write out your personalized vows and bring them to the consultation.

Anyone giving away applicant(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name(s): _____	_____	_____
Is an interpreter required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be a flower girl?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be a ring bearer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will rings be exchanged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be a photographer present during the ceremony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be music? (Applicants to supply music and player)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Any additional comments/details:

3. MARRIAGE LICENSE: (Please have marriage license present at consultation)

License #: _____ Date Issued: _____

Where was the Marriage License issued? _____

4. WITNESSES (must be 14 years of age or older)

Witness 1:

Name: _____

Address: _____

Witness 2:

Name: _____

Address: _____

5. ACKNOWLEDGEMENT OF RULES (The Marriage Officiant will review questions with Applicants during consultation process)

- The Applicants, as the renters of the Council Chambers for the civil marriage ceremony, do hereby consent to defend and indemnify the Town of Shelburne for any loss or damage incurred by their invitees. The Applicants agree that the Town of Shelburne 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.
- 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.
- The Council Chambers may only be used for civil marriage ceremonies conducted by authorized Municipal staff.
- All exits must be kept free from obstruction in case of fire.
- Nothing like or similar to candles, confetti, rice, incense or bubbles is permitted in the Town Offices or on adjacent property.
- Small flower arrangements are permitted.
- We are a non-smoking facility.
- No consumption of alcohol or other stimulants by the couple and/or witnesses is permitted prior to or during the ceremony. (The Marriage Officiant will cancel the ceremony without a refund if this rule is violated.)

- Music deemed by the Marriage Officiant to be appropriate to the occasion will be allowed. The Applicant must supply a music player for their recorded music.
- Due to the civil nature of the service, the ceremony shall not refer to any particular or identifiable religious connotations or traditions.
- The Town will provide accommodations for up to 25 guests.
- The Council Chambers will be available for a maximum of one hour. The Chambers will be opened 15 minutes prior to the start of the ceremony.
- **An administrative fee will be charged for any change of date within 7 days (subject to availability) of the ceremony - \$25.00**
- **An administration fee will be charged for any cancellation before the consultation - \$50.00**
- **An administration fee will be charged for any cancellation of the ceremony after the consultation - \$150.00**

We acknowledge and agree to these procedures as stated:

Applicant Signature

Applicant Signature

Date

Date

PLEASE NOTE: A booking is not confirmed until the Civil Marriage Ceremony Questionnaire is completed and returned to the Town Clerk's Office and payment of all fees have been received.

Following the Ceremony, you and your spouse will receive:

- A copy of your vows
- A congratulatory certificate
- A record of Solemnization of Marriage (Please note that this is not a Marriage Certificate. Some organizations will require a Marriage Certificate as proof that your marriage was registered by the Province)

NOTE: For your Marriage Certificate apply on-line 10 weeks after your wedding at www.serviceontario.ca

All personal information on this form is collected under the authority of the Regulation 285/04, made under the *Marriage Act*, and will be used to assess criteria required to organize and execute a civil marriage ceremony. Questions about this collection should be directed to the Clerk's Office, 203 Main Street E., Shelburne Ontario, L9V 3K7 519-925-2600.

Office use only Confirmation of payment fees: \$300 For Marriage Ceremony \$50 per witness (if required)

CIVIL MARRIAGE CEREMONY

FREQUENTLY ASKED QUESTIONS

Where is the marriage ceremony performed?

The ceremony is performed at the Town of Shelburne Municipal Office (203 Main Street. E) In the Council Chambers or at an otherwise mutually agreed upon destination between the applicants and the Officiant at the discretion of the Officiant.

Who will be performing the ceremony?

The ceremony will be performed by a Town appointed Marriage Officiant.

When does the couple meet with the Marriage Officiant?

The couple is required to meet with the Marriage Officiant for a scheduled, pre-ceremony consultation that takes approximately one hour. The consultation must occur no less than one week prior to the wedding.

What documents must you bring to the consultation?

Both applicants must be in attendance and provide current photo identification, a completed **Civil Marriage Ceremony Questionnaire**, a valid **Ontario Marriage License** and a receipt for payment of the ceremony.

How long is the ceremony?

The ceremony takes less than 45 minutes to perform, depending on the script option chosen.

What will be said at the ceremony?

The couple will be provided with three pre-written scripts to choose from. Subject to approval by the Marriage Officiant, the couple may personalize parts of the scripts, including vows.

How many guests are permitted?

The Town will provide accommodations for up to 25 guests.

How many witnesses are required?

Two witnesses are required for the ceremony. If the couple wishes to use a Town appointed witness, there will be a fee of \$50.00 per witness. Witnesses must be over the age of 14.

Are decorations provided for the ceremony?

No, however, the couple is welcome to supply flowers and a pre-approved music selection. Nothing like or similar to candles, confetti, rice, incense or bubbles is permitted in the Town Offices or on adjacent property.

What fees are involved?

The fee for the ceremony is \$300.00 (plus HST). If the couple changes the date within 7 days of the ceremony, they will be subjected to a \$25.00 administration fee and is subject to availability. Cancellation of the ceremony after the consultation will result in a \$150.00 non-refundable fee. The cost per Town provided witness is \$50.00 (plus HST).

Is photography permitted?

The Town does not provide the services of a photographer, but encourages the couple to enlist the help of a trusted guest or hire a professional photographer to document their special day. Photos are allowed before, during the registry signing and after the ceremony.

FEES FOR CIVIL MARRIAGE SOLEMNIZATION SERVICES

Fees:

- \$300.00 (plus HST) for the Marriage Ceremony to be held at the Town Hall in Council Chambers(must be paid at time of booking – Cash or Debit)
- \$300 (plus HST) for Marriage Ceremonies performed off-site and after hours (\$150 to be retained by the municipality and \$150 to be retained by the Officiant)
- Any change of date within 7 days of the ceremony will be subjected to a \$25.00 administration fee
- An administration fee of \$ 50 will be charged for any cancellation before the consultation
- Cancellation of the ceremony after the consultation will result in a \$150.00 non-refundable fee

Witness Fee:

- \$50.00 (plus HST) per witness, if required (Must be paid at time of booking – Cash or Debit)

SCRIPT ONE

We are gathered together to witness the formal joining of _____ and _____ in legal matrimony according to the custom and law prevailing by the Government of the Province of Ontario.

Municipal Clerk to the 1st person: Repeat after me, please.

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

Municipal Clerk to the 2nd person: Repeat after me, please.

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

Please face each other to repeat your vows.

Municipal Clerk to the 1st person: Repeat after me, please.

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

Municipal Clerk to the 2nd person: Repeat after me please.

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

Please place the ring on the 3rd finger of the left hand.

Municipal Clerk to the 1st person: Repeat after me, please.

"With this ring, I thee wed. I shall love, honour and cherish thee and this ring is the symbol of my love."

Municipal Clerk to the 2nd person: Repeat after me please.

"With this ring, I thee wed. I shall love, honour and cherish thee and this ring is the symbol of my love."

I, Municipal Clerk/designates' name, by virtue of the powers vested in me by the *Marriage Act*, and the Province of Ontario, do hereby pronounce you, _____ and _____ to be married.

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

You may celebrate your marriage with a kiss.

SCRIPT TWO

This couple has come here today to be joined in marriage, which is the voluntary union of two persons to the exclusion of others. If any person can show just cause why they may not be lawfully joined together, let them speak now or forever hold their peace.

Municipal Clerk to the 1st person: Repeat after me, please.

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

Municipal Clerk to the 2nd person: Repeat after me please.

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

Marriage is not a single event but rather a developing process which is not to be undertaken recklessly or irresponsibly but rather maturely and honest. 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 the relationship these two persons wish to have declared and celebrated.

Please face each other as you repeat your vows.

Municipal Clerk to the 1st person: Repeat after me, please.

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

Municipal Clerk to the 2nd person: Repeat after me please.

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

Municipal Clerk to both persons:

These rings are a symbol of your marriage and a symbol of your love and of your life together. Please place the ring on the third finger of _____'s left hand and repeat after me.

"With this ring, I thee wed, I shall love, honour and cherish thee and this ring shall be the symbol of my love."

Municipal Clerk to the 2nd person: Please place the ring on the third finger of _____'s left hand and repeat after me.

"With this ring, I thee wed, I shall love, honour and cherish thee and this ring shall be the symbol of my love."

I, Municipal Clerk/designates' name, by virtue of the powers vested in me by the *Marriage Act*, and the Province of Ontario, do hereby pronounce you _____ and _____ to be married.

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

You may celebrate your marriage with a kiss.

SCRIPT THREE

This couple has come here today to be joined in marriage. The essence of this commitment is the taking of another person in his or her entirety as a lover, companion and friend. It is therefore a decision not to be entered into lightly but rather with great consideration and respect for both the other person and oneself.

_____ and _____ have invited us to share in this celebration as they affirm their love before us, pledge their faith to one another and enter into the joys and privilege of marriage. Love is one of the highest experiences we human beings can have and it can add depth of meaning to our lives. The day-to-day companionship, the pleasure in doing things together, or in doing separate things but exchanging experiences, is a continuous and central part of what two people who love each other can share.

Marriage was established that two people might have life-long companionship, that natural instincts and affections might be fulfilled in mutual love, that children should enjoy the security of family life, love and home.

Marriage symbolizes the intimate sharing of two lives, yet this sharing must not diminish but enhance the individuality of each partner. A happy marriage is one which is continually developing while growing in understanding of the other person. By growing together in love, it is possible to share not only the joys of life but the burdens of sorrow as well.

_____ and _____, your marriage is intended to join you in a relationship so intimate and personal it will change your whole being. It offers you the hope and indeed the promise of a love that is true and mature. To attain such a love you will have to commit yourselves to each other freely and gladly for the sake of a richer and deeper life together.

Municipal Clerk to the 1st person: Repeat after me, please.

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

Municipal Clerk to the 2nd person: Repeat after me, please.

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

Please face each other as you repeat your vows.

Municipal Clerk to the 1st person: Repeat after me, please.

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

Municipal Clerk to the 2nd person: Repeat after me, please.

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

Municipal Clerk to both persons:

These rings are a symbol of your marriage and a symbol of your love and of your life together. Please place the ring on the third finger of _____'s left hand and repeat after me:

"With this ring, I thee wed, I shall love, honour and cherish thee and this ring shall be the symbol of my love."

To the 2nd person: Please place the ring on the third finger of _____'s left hand and repeat after me:

"With this ring, I thee wed, I shall love, honour and cherish thee and this ring shall be the symbol of my love."

I, Municipal Clerk/designates' name, by virtue of the powers vested in me by the *Marriage Act*, and the Province of Ontario, do hereby pronounce you, _____ and _____ to be married.

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

I wish you long life, happiness, prosperity, and may the vows you made to each other today, sustain you forever. You may celebrate your marriage with a kiss.