



# Town of Whitby

## Civil Marriage Ceremony Booking Agreement

### Applicant Information:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Pre-meeting: **(will be scheduled as a phone call and not in person)**

Date of Marriage \_\_\_\_\_ Time of Ceremony \_\_\_\_\_ \_\_am \_\_ pm

Anticipated Number Attending \_\_\_\_\_ Contact Telephone No. \_\_\_\_\_

Email: \_\_\_\_\_ Licence # \_\_\_\_\_

### **\*Important Notice Regarding COVID-19 Civil Marriage Ceremonies\***

**The following physical distancing procedures are in effect and must be adhered to for all civil marriage ceremonies at Town Hall:**

- 1) Marriage Ceremonies will be conducted Wednesday to Friday at 9:00 am, 11:00 am, 1:00 pm, and 3:00 pm, subject to availability.
- 2) A booking is not confirmed until this agreement is completed and returned to the Office of the Town Clerk together with full payment.
- 3) The \$339.00 fee (\$300 plus \$39 HST) in the form of debit/credit card or money order must be filed with the Clerk's Office along with the completed Civil Marriage Ceremony Booking Agreement prior to meeting with the Officiant.
- 4) If a marriage licence has been obtained from another municipality, the couple must submit the licence to the Office of the Town Clerk, along with this signed and completed agreement.
- 5) A pre-meeting will be held with the Officiant via telephone prior to the ceremony in order to discuss ceremony specifications.
- 6) The applicants must provide two witnesses, one for each partner. Witnesses must be over the age of 14.
- 7) Smoking, candles, music, confetti or rice are not allowed in or on Town Hall property.
- 8) Due to the ongoing COVID-19 pandemic and the need for physical distancing, the number of people permitted to attend a ceremony may be limited at the discretion of the Office of the Town

Clerk. The size of ceremonies may be restricted to only permit the couple and their two witnesses to attend.

9) Face masks must be worn by ceremony participants at all times while walking through Town Hall. Once in Council Chambers and everyone is in position for the ceremony, face masks may be removed for the duration of the ceremony by the spouses, however all other guests must keep their face masks on.

10) No individual shall attend a civil marriage ceremony at Town Hall if they are experiencing any flu-like symptoms including cough, fever, or difficulty breathing. The couple shall be responsible for ensuring their witnesses are in good health prior to attending.

11) The applicants shall be responsible for the conduct and supervision of all persons present at the ceremony and shall comply with all regulations pertaining to the event.

12) The Council Chambers shall only be used for Civil Marriage Ceremonies conducted by Municipal staff.

13) The Council Chambers will be available for a maximum of 1 hour per ceremony. The ceremony lasts approximately 15 minutes.

14) The applicants, as the renters of the Council Chambers, do hereby consent to defend and indemnify the Town of Whitby for any loss or damages incurred by their invitees. The applicants agree that the Town of Whitby 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.

**Cancellation Policy**

15) Should one of the applicants be experiencing flu-like symptoms including cough, fever, or difficulty breathing prior to their scheduled date, rescheduling of the ceremony may be done for no charge. However, if a Civil Marriage Ceremony is cancelled, the cancellation policies indicated below would apply.

16) Applicants who cancel a Civil Marriage Ceremony prior to their scheduled pre-meeting with the Officiant will be subject to a cancellation fee of \$56.50 (\$50 plus \$6.50 HST).

17) Applicants who cancel a Civil Marriage Ceremony after a pre-meeting with the Officiant will be subject to a cancellation fee of \$113.00 (\$100 plus \$13 HST).

18) Applicants who cancel a Civil Marriage Ceremony within one week of their Ceremony date may be subject to forfeit the entire marriage ceremony fee.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# Town of Whitby

## Civil Marriage Ceremony

### Guidelines

- 1) Access to Town Hall during COVID-19 will only be through the main (northeast) doors. Upon entering Town Hall, attendees will encounter a Staff Member who will be at these doors to confirm their appointment and conduct a COVID-19 pre-screening questionnaire.
- 2) All participants must maintain appropriate physical distancing from Town Staff, the officiant, and those attending the ceremony who are not within their social bubble.
- 3) Witnesses provided by the applicants must both be over 14 years of age.
- 4) The dress of the applicants must be appropriate for the occasion (i.e., no t-shirts, shorts, flip flops, etc.).
- 5) Section 7 of the Marriage Act states that a marriage may not be solemnized if a person is under the influence of intoxicating liquor or drugs. As such, the applicants or their witnesses prior to or during the ceremony may not use these stimulants. As a result, the Officiant reserves the right to not perform a Civil Marriage Ceremony if he or she believes that alcohol or other stimulants have been used.
- 6) Please ensure you have prepared the following information for your pre-meeting with the Officiant:
  - Witnesses names and addresses;
  - Your preferred ceremony option number;
  - If rings are being exchanged and if so, how many?; and,
  - Is an interpreter required? (Note: expense for an interpreter shall be borne by the applicants. The interpreter cannot also act as one of the witnesses)