



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)**

Date of Marriage _____ Time of Ceremony _____ __am __ pm

Anticipated Guests Attending _____ Contact Telephone No. _____

Email: _____ Licence # _____

- 1) Marriage Ceremonies will be conducted on Wednesdays, Thursdays, and Fridays at 9:00 am, 11:00 am, 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 \$395.50 fee (\$350.00 plus \$45.50 HST) in the form of debit/cash 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. This pre-meeting will be arranged by the Officiant 1-2 weeks before the ceremony.
- 6) The applicants must provide two witnesses, one for each partner. Witnesses must speak English, or an interpreter must be available to provide translation. The Town is not responsible for providing an interpreter should one be needed.
- 7) Smoking, candles, music, confetti or rice are not allowed in or on Town Hall property.
- 9) No individual shall attend a civil marriage ceremony at Town Hall if they are experiencing any symptoms including cough, fever or chills, shortness of breath, decrease or loss of taste/smell, runny nose or nasal congestion, headache, extreme fatigue, sore throat, muscle aches or joint pain, or gastrointestinal symptoms. The couple shall be responsible for ensuring their guests are in good health prior to attending.

10) 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.

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

12) The Council Chambers will be available for the duration of the ceremony, which lasts approximately 15 minutes. Once the ceremony is complete, the wedding party should remain in Council Chambers until the Officiant returns with the Record of Solemnization of Marriage. After the Officiant returns with this document, the wedding party may exit the premises or remain in the Council Chambers to take photographs for up to 45 minutes.

13) 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

14) Should one of the applicants be experiencing symptoms including cough, fever or chills, shortness of breath, decrease or loss of taste/smell, runny nose or nasal congestion, headache, extreme fatigue, sore throat, muscle aches or joint pain, or gastrointestinal symptoms prior to their scheduled date, rescheduling of the ceremony may be done for no charge. However, if a Civil Marriage Ceremony is cancelled for any other reason, the cancellation policies indicated below would apply.

15) 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).

16) 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).

17) 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) Witnesses provided by the applicants must be over 14 years of age and speak English. If they do not speak English, an interpreter must be provided at the applicant's cost.
- 2) The dress of the applicants must be appropriate for the occasion (i.e., no t-shirts, shorts, flip flops, etc.).
- 3) 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 a result, the Officiant reserves the right to not perform a Civil Marriage Ceremony if he or she believes that alcohol or other substances have been used.
- 4) 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 act as one of the witnesses)