



CIVIL MARRIAGE CEREMONY BOOKING AGREEMENT

Applicant:
Applicant:
Date of Marriage:
Time of Ceremony:
Anticipated Number Attending:
Contact Telephone No:

1. Marriage Ceremonies will be conducted Monday to Thursday at 10:00 am and 3:00 pm and on Friday's at 9:00 am, 11:00 am, 2:00 pm and 3:30 pm.
2. SMOKING, CANDLES, CONFETTI or RICE are not allowed in or on the Civic Complex property.
3. The renters shall be responsible for the conduct and supervision of all persons present at the ceremony and shall see that all regulations pertaining to the event are strictly followed.
4. The City's Council Chambers may only be used for civil marriage ceremonies conducted by Municipal staff.
5. The Council Chambers will be available for a maximum of one hour only.
6. Changes to date and/or time are allowed at no additional charge, provided that the Council Chambers and the Officiate are available. Requests to change the date and/or time must be received a minimum of 48 hours prior to the originally scheduled date and time.
7. Applicants who cancel a Civil Ceremony Booking will be charged an administrative fee of \$50.00.
8. The applicants, as the renters of the Council Chambers, do hereby consent to defend and indemnify the City of Pickering for any loss or damages incurred by their invitees. The applicants agree that the City of Pickering 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.
9. A BOOKING IS NOT CONFIRMED UNTIL THIS AGREEMENT IS COMPLETED AND RETURNED TO THE MUNICIPAL CLERK'S OFFICE WITH FULL PAYMENT.

Signatures

Date

GUIDELINES FOR CIVIL MARRIAGE CEREMONIES IN THE CITY OF PICKERING

1. Marriage Ceremonies will not be performed the same day as a marriage licence is issued.
2. A meeting shall be held with the Officiate at least one week prior to the ceremony. Both applicants must attend this meeting.
3. The fee (\$250.00) in the form of certified cheque, money order, credit card or debit card must be filed with the Clerks Division along with the completed Civil Marriage Booking Agreement prior to meeting with the Officiate. Failure to make payment will result in the ceremony being cancelled.
4. The applicants are responsible for providing two witnesses (must be over 14 years of age).
5. The dress of the applicants must be respectful of the occasion (ie. No jeans, t-shirts, shorts, etc.)
6. 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. If the Officiate believes that alcohol or other stimulants have been used, the ceremony will not take place.
7. Information to have ready for your meeting with the Officiate:
 - a) Witnesses names and addresses.
 - b) Number of rings to be used?
 - c) Approximate number of guests.
 - d) Is an interpreter required? (Note: expense for an interpreter shall be borne by the applicants. The interpreter must be a certified interpreter and cannot act as one of the witnesses.)
 - e) Where one or both parties have been previously married, please bring the original divorce papers to the meeting.
 - f) Please bring the marriage licence to the meeting.