



Civil Marriage Service Information Package

Civil Marriage Ceremony

Thank you for your interest in holding your civil marriage ceremony in the Township of Wellesley with one of our officiants. Before proceeding, please read this information package and review all procedures.

For more information or for clarification, please contact the clerk's office at 519-699-3946.

Before your civil marriage ceremony, please do the following:

- Obtain a valid marriage licence in Ontario
 - You can obtain a licence from the Township of Wellesley through the [Service Ontario online marriage licence application portal](#)
- Contact the Clerk's office at the Township to determine officiant availability
 - Please note that we require at least 30 days notice prior to your intended marriage date
- Complete the Booking Agreement form once you have confirmed officiant availability
- Review the civil marriage guidelines and legal requirements contained in this document
- Make arrangements for two (2) witnesses over the age of 16 to attend the ceremony
- Pay all required fees in accordance with the [Township's fees and charges by-law](#)
 - Fees for civil marriage ceremonies include the ceremony fee (business or non-business hours), mileage, license fee, witnesses (if required) and Council Chambers rental (if required). Services related to civil ceremonies are subject to HST, however the marriage license is not HST applicable.

Guidelines and Legal Requirements:

- The Township's civil marriage service is a non-denominational ceremony, which adheres to the requirements of the Marriage Act for the Province of Ontario. Ceremonies are available in English only and are available to be performed at the Township of Wellesley Municipal Council Chambers, located at 4805 William Hastings Line, Crosshill.
- Alcohol or stimulants are not to be used by the applicants or their witnesses prior to or during the ceremony. If the Officiant has reason to believe that alcohol or other stimulants have been used, the ceremony will not proceed.
- The Record of Solemnization of Marriage provided at the ceremony is not a legal record. Approximately twelve (12) weeks after the ceremony, you may apply to the Office of the Registrar General to obtain an official Certificate of Marriage. The appropriate form is included with the Marriage License that was issued to the applicants.
- A maximum of 30 guests (not including the wedding party) can be accommodated in the Council Chambers. An opportunity will be provided for photos before the ceremony begins, during the signing of the Register, and when the Ceremony is complete. Video recording of the ceremony may be permitted subject to certain limitations at the discretion of the Officiant.
- No confetti, rice, bubbles etc. are allowed in the Council Chambers or on municipal property. Smoking and/or use of candles are not allowed in or on the Council Chambers property.
- For use of the Council Chambers, decorations are permitted (e.g. flowers, balloons). They may be placed 30 minutes prior to the ceremony and must be removed within 30 minutes of the conclusion of the ceremony. Use of decorations that are to be affixed to walls or furniture (i.e. tape, staples, nails, etc.) are **not** permitted. The applicants 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.



Civil Ceremony Booking Agreement

Personal Information on this form is collected under the authority of Section 10 of the Municipal Act, 2001, S.O. 2001, c. 25, and the Marriage Act, R.S.O. 1990, c.m.3 and will be used for the purpose of this Application only. Questions about this collection should be directed to the Clerk's Office.

Applicant and Joint Applicant Information

Applicant Name:

Joint Applicant Name:

Date of Ceremony (mm/dd/yyyy):

Time of Ceremony:

Contact Phone Number:

Contact Email:

Number of Attendees:

Date Marriage Licence Issued (mm/dd/yyyy):

Licence Number:

PLEASE NOTE:

- I. Candles, confetti, rice, bubbles, etc. are not allowed in the Council Chambers or grounds.
- II. The Applicants, if renting the Council Chambers for the Civil Marriage Ceremony, hereby consent to defend and indemnify The Corporation of The Township of Wellesley for any loss or damages incurred by their invitees. The applicants agree that The Corporation of The Township of Wellesley 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.
- III. 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.
- IV. Township Council Chambers may only be used for civil marriage ceremonies conducted by the Township Clerk or designate(s).
- V. Due to the civil nature of the service, the ceremony shall not refer to any particular or identifiable religious connotations or traditions.



- VI.** All exits must be kept free from obstruction in case of fire.
- VII.** The Council Chambers is available for a maximum of two hours only.
- VIII.** Music deemed by the Officiant to be appropriate will be allowed.
- IX.** A booking is not confirmed until the Agreement is completed and returned to the Clerk's Office with full payment.
- X.** No refund will be issued if the ceremony is cancelled less than 48 hours prior to the scheduled date and time, if the Applicant(s) do not appear at the scheduled time for the ceremony, or if the Applicant(s) and/or witnesses are determined by the Officiant to be under the influence of alcohol or other stimulants.
- XI.** The Township does not have private dressing facilities for the bridal party.
- XII.** The Officiant is **not** permitted to accept gifts of any type.

Applicant Signature

Date

Joint Applicant Signature

Date

FOR IN OFFICE USE ONLY

Application received by: _____

Date Received: _____

Staff initials: _____

Fee Paid in Full: