

**Applicant Information**

First Name	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Date of Ceremony	<input type="text"/>	Time of Ceremony	<input type="text"/> am <input type="text"/> pm
Date of Meeting	<input type="text"/>	Time of Meeting	<input type="text"/> am <input type="text"/> pm
Email	<input type="text"/>	Contact Telephone #	<input type="text"/>

- 1) Marriage Ceremonies will be performed based on the Officiant's availability. The City's Council Chambers may only be used for Civil Marriage Ceremonies conducted by Municipal staff.
- 2) Applicant(s) are required to meet with the Officiant at least 1 week prior to the Ceremony. The date of the meeting is to be confirmed at the time of booking the Civil Marriage Ceremony. Note that the pre-ceremony meeting will be conducted by telephone.
- 3) Applicant(s) 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) Please check in with the Customer Care and advise them that you have an appointment for a Civil Marriage Ceremony with the Officiant.
- 5) The applicants do hereby consent to defend and indemnify the City of Pickering for any loss or damages incurred by their guests. The applicants agree that the City of Pickering will not be held responsible for personal injury or damage, or for the theft or loss of any personal property when attending the Civil Marriage Ceremony.
- 6) Changes to the date and/or time are permitted up to two business days prior to the Civil Marriage Ceremony at no additional charge, provided that the Council Chambers and the Officiant are available.
- 7) Applicants who request to cancel a Civil Marriage Ceremony will be charged an administrative fee of \$50.00.
- 8) **A Civil Marriage Ceremony Booking is not confirmed until this agreement is completed and returned to the City Clerk's Office with full payment.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

- 1) Marriage Ceremonies will not be performed the same day as a marriage licence is issued.
- 2) The fee of \$350.00 + HST must be paid at the time of booking the Civil Marriage Ceremony and prior to meeting with the Officiant. Please note that electronic payment is preferred. Acceptable forms of payment include Debit, VISA or Master Card. Failure to make the payment in full will result in the marriage ceremony booking being denied.
- 3) The applicants are responsible for providing 2 witnesses (must be over 14 years of age).
- 4) The dress of the applicants must be respectful of the occasion (i.e., no jeans, t-shirts, shorts, etc.).
- 5) Section 7 of the *Marriage Act* states that a marriage may not be solemnized if a person is under the influence of substances. As such, the applicants or their witnesses prior to or during the ceremony should not use these substances. If the Officiant believes that substances have been used, the ceremony will not take place.
- 6) Information to have ready for your meeting with the Officiant:
  - a) Witnesses contact information (names, addresses, email and telephone numbers).
  - b) Number of rings to be used.
  - c) Is an interpreter required? (Note: The 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).
  - d) If you obtained the marriage licence at another location, please bring the marriage licence to the meeting.

Personal information contained on this form is collected pursuant to the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. This information is collected for the purpose of processing this application. Any questions related to the collection of this information should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611.

Alternate formats available upon request at 905.683.7575.