



# **Township of Guelph/Eramosa**

## **Civil Marriage**

### **Information and Planning Package**

**Township of Guelph/Eramosa**  
**Civil Marriage Services**  
Applicant's Check List

- Obtain a valid Marriage License in Ontario, which is valid for three months. You can apply for your Marriage License at the Township Office.
- Determine the location for the Ceremony.
- Review Civil Marriage Ceremony Guidelines.
- Make arrangements for 2 witnesses, preferably over the age of 16 (see page 8).
- If required, please make arrangements for an Interpreter for the Ceremony (see page 8).
- Arrange for any music, videographer, photographer and decorations.
- Review Options in Schedule A of this Information Package for Exchanging of Vows and Rings and make your selections. If applicable, choose or prepare personal vows to provide to the Clerk or Deputy Clerk at the pre-ceremony meeting.
- Review the applicable fees in Schedule B of this Information Package.
- Complete the Booking Agreement in Schedule C of this Information Package.
- Pay all required fees.
- Pre-ceremony meeting with Clerk and Deputy Clerk.

**Reminder**

A Marriage License is required for the Township to provide Civil Marriage Services. **Note:** A Marriage License in Ontario is valid for three (3) months ONLY, prior to the date of the ceremony.

## **Township of Guelph/Eramosa**

### Civil Marriage Ceremony Guidelines

1. The Township of Guelph/Eramosa currently offers civil marriage services for those who are eligible and who wish to be married in a civil ceremony. The Clerk and the Deputy Clerk are two (2) qualified Marriage Officiants who have been trained to conduct civil marriages for the Township of Guelph/Eramosa
2. The Clerk or Deputy Clerk will act as Officiant to solemnize the Civil Marriage Ceremony. The Civil Marriage Service will be a non-denominational and dignified ceremony, which adheres to the requirements of the Marriage Act for the Province of Ontario.
3. The duration of the civil marriage ceremony will depend on various factors, such as vows and readings, etc. It is suggested that the service time be booked for approximately one (1) hour to allow for ceremony time and photo opportunities. If the use of an interpreter is required, more time should be given. The couple and witnesses are asked to arrive at least 15 minutes prior to the ceremony to allow time for review of final details, but must be on time for the ceremony.
4. Civil marriages will be conducted in English only at any location within the Province of Ontario. If the ceremony is taking place outside the Township of Guelph/Eramosa boundaries, this will need to be approved by the Clerk or Deputy Clerk as further considerations may apply. The Clerk and Deputy Clerk are available to conduct civil marriages seven (7) days per week, based on availability.
5. The Township of Guelph/Eramosa cannot guarantee same-day or short notice service for a request to conduct a Civil Marriage Ceremony. We will work with couples on these requests to find a reasonable solution to accommodate such requests.
6. Services can also be conducted in the Council Chambers at the Municipal Office located at 8348 Wellington Road 124 (at Brucesdale), which provides an intimate and formal setting. The Council Chambers are available any day of the week, subject to availability.
7. Fees:
  - a. Payments are to be made at the Township of Guelph/Eramosa's Municipal Building and can be done by cheque, cash or debit. All fees are payable in advance at the time of booking and requires the execution of a Booking Agreement. A blank booking agreement form is included in this package for your reference. The following fees for Civil

Marriage Services, as approved by Council and identified in Schedule B of this Information Package.

- b. Please note the Civil Marriage service **does not include** the fee for Marriage License.
  - c. Changes to date and/or time are permitted at no additional charge, provided the location and the Clerk or Deputy Clerk are available and notice must be received a minimum of two (2) business days prior to the originally scheduled date and time. However, an administration fee of \$50.00 will be applied should the new ceremony time and date be prior to the scheduled date. A full refund, less a 5% administration fee will be given if the ceremony is cancelled within 24 hours of the scheduled ceremony. No refund will be issued if the ceremony is cancelled on the day of the ceremony, or the applicant(s) fail to appear for the ceremony.
8. A request for Civil Marriage Ceremony is to be received a minimum of seven (7) days prior to the date of the ceremony. The applicants are required to complete the Civil Marriage Booking Agreement and pay the appropriate fee at the Municipal Office. As well, applicants must complete a Pre-Ceremony Information Questionnaire with the Clerk or Deputy Clerk.
9. A pre-ceremony meeting with the Clerk or Deputy Clerk is required and lasts approximately thirty (30) minutes and is to be scheduled at least three (3) days prior to the ceremony. Please ensure you have the following available for the Clerk or Deputy Clerk at this meeting:
- Both parties must be in attendance and provide photo identification;
  - Bring a copy of the complete pre-ceremony information questionnaire;
  - Bring completed copy of Civil Marriage Service Booking Agreement (with receipt);
  - If personal vows are to be included, please provide a written copy to the Clerk or Deputy Clerk;
  - If an interpreter is to be used, provide an application form to the Clerk or Deputy Clerk with details;
  - Provide a valid Marriage License issued in the Province of Ontario (date issued must be within three (3) months of ceremony).

*It is preferred that only the couple meets with the Clerk or Deputy Clerk during this session.*

**Please Note:**

**It is the applicants' responsibility to provide an interpreter if they do not speak English and/or require language assistance.**

**There is no minimum age requirement for a witness, however, it is suggested they should be at least 16 years of age, as a witness should be able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required. It is the applicant's responsibility to provide the witnesses. However, witnesses can be arranged for if the Marriage Ceremony is taking place Monday to Friday in Council Chambers between the hours of 8:30 a.m. and 4:30 p.m.**

**The Record of Solemnization of Marriage provided at the ceremony is not a legal record. Twelve (12) weeks after the ceremony you may apply to the Office of the Registrar General to obtain an official Certificate of Marriage.**

10. Alcohol or stimulants are not to be used by the applicants or their witnesses prior to or during the ceremony. If the Clerk or Deputy Clerk has reason to believe that alcohol or other stimulants have been used, the ceremony will not proceed.
11. In order to maintain the dignity of the ceremony, clothing should be appropriate for the occasion.
12. Music will be permitted at certain times throughout the ceremony, and is to be determined during the pre-ceremony meeting. When selecting the type of music, consideration should be given to its appropriateness and contribution to the dignity of the occasion. If the Council Chambers is being used for a civil marriage ceremony, the Township of Guelph/Eramosa will provide access to a CD player if required.
13. If the Civil Ceremony is taking place within Council Chambers, a maximum of 20 guests (not including the wedding party) is permitted to attend this ceremony.
14. Photographs must not interfere with the ability of the officiant to conduct the ceremony. Videotaping of the ceremony may be permitted subject to certain limitations and at the discretion of the Clerk or Deputy Clerk.
15. 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 Township property. If the ceremony is taking place outside of Council Chambers, the rules and restrictions on these matters will be subject to the requirements of the facility.

16. For use of the Council Chambers at the Municipal office, minimal decorations are permitted (e.g. flowers, balloons). Decorations may be placed 15 minutes prior to the ceremony and removed 15 minutes after the conclusion of the ceremony. Decorations are not permitted to be affixed to walls or furniture (e.g. tape, staples, nails, etc.).
17. The applicants, as the renters of the Council Chambers for the civil marriage ceremony, hereby consent to defend and indemnify the Corporation of the Township of Guelph/Eramosa for any loss or damages incurred by the applicants or their invitees. The applicants agree that the Corporation of the Township of Guelph/Eramosa 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.
18. The renter 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.

# **Township of Guelph/Eramosa**

## Frequently Asked Questions

### **1. What documents are needed for a Civil Marriage Service?**

Before meeting with the Clerk or Deputy Clerk you should have completed and paid for your Ontario Marriage License (valid for three (3) months following its date of issue), which you should show the Clerk or Deputy Clerk. You should have also completed the Booking Agreement form with staff at the municipal office. The Pre-Ceremony Information Questionnaire will be completed during the pre-ceremony meeting with the Clerk or Deputy Clerk. Both forms are included in this package.

### **2. Who may officiate at our wedding?**

For a Civil Marriage, either the Clerk or the Deputy Clerk may perform the Ceremony.

### **3. What does it cost to be married?**

See Schedule B of this Information Package to see a listing of our services and associated fees.

### **4. Does the Township offer “same day service” for a Ceremony:**

The Township of Guelph/Eramosa cannot guarantee same-day or short notice service for a request to conduct a Civil Marriage Ceremony. We will work with couples on these requests to find a reasonable solution to accommodate such request.

### **5. Where can we hold our wedding?**

The Clerk or Deputy Clerk will conduct such services at any location in Ontario subject to certain conditions. Ceremonies may also be held at the municipal office in the Council Chambers, based on availability.

### **6. Where can we get an Ontario Marriage License?**

The Township of Guelph/Eramosa issues Marriage Licenses. Please contact the Clerk’s department prior to coming to ensure availability.

### **7. Are witnesses required for a Civil Marriage Ceremony?**

Yes, all couples must have two (2) witnesses present during the ceremony, preferably over the age of 16.

**8. May we include readings from the Bible or have a Blessing at our ceremony?**

While the Clerk or Deputy Clerk may not perform any type of religious ceremony in keeping with the spirit of the Ontario Marriage Act, which requires civil ceremonies to be “non-denominational”, couples may have someone provide a religious reading or a blessing after the ceremony concludes.

Non-denominational readings are permitted during the ceremony, subject to the review and approval of the Clerk or Deputy Clerk.

**9. Will the Clerk or Deputy Clerk marry same-sex partners?**

Yes, there is a constitutional requirement in Ontario to issue marriage licences to and solemnize civil marriages of same-sex couples.

**10. Who registers our Civil Marriage?**

After the ceremony all parties must sign the Record of Solemnization (to be retained by the couple) and the Statement of Marriage, both are included on the license. The Clerk or Deputy Clerk will ensure all documentation is forwarded to the Office of the Registrar General in Thunder Bay within two (2) business days to register your marriage with the Province of Ontario.



## SCHEDULE A

### Marriage Ceremony Option #1

#### Solemnizer:

On behalf of \_\_\_\_\_ and \_\_\_\_\_, welcome and thank you for being here on this very special day.

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and woman/these two people), under the authority given and provided by the Government of the Province of Ontario.

Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

Therefore, if there is any one present who can show just cause why these two persons may not be lawfully joined together in matrimony they should now declare it or hereafter remain silent.

Exchanging of Vows (Select Option from Schedule A)

Exchanging of Rings (Optional – If applicable, select Option from Schedule A)

\_\_\_\_\_ and \_\_\_\_\_, may you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

I, \_\_\_\_\_ by the virtue of the powers vested in my by the Marriage Act, do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be (husband and wife/married partners in life).

Signing of Register

It is my pleasure to present, for the first time, the married couple, \_\_\_\_\_ and \_\_\_\_\_.

## Marriage Ceremony Option #2

### **Soleminizer:**

On behalf of \_\_\_\_\_ and \_\_\_\_\_, welcome and thank you for being here on this very special day.

We are gathered here today for the purpose of joining in the legal state of matrimony, (this man and this woman/these two people), under the authority given and provided by the government of the Province of Ontario.

The essence of this commitment is the taking of another person in his or her entirety as a lover, a companion and a friend. It is therefore a decision not to be entered into lightly, but rather with great consideration and respect for both the other person and oneself.

\_\_\_\_\_ and \_\_\_\_\_ have invited us to share in this celebration as they affirm their love before us, pledge their faith to one another and enter into the joys and privilege of marriage. Love is the highest experience we human beings can have, and it can add depth and meaning to our lives. The day-to-day companionship and exchanging experiences is a continuous and central part of what two people who love each other can share.

Marriage is not a one-sided affair; it is not a 50-50 partnership; it takes 100 percent commitment from each person. Marriage symbolizes the intimate sharing of two lives, yet this sharing must not diminish but must enhance the individuality of each partner.

\_\_\_\_\_ and \_\_\_\_\_, your marriage is intended to join you in a relationship so intimate and personal it will enhance your lives forever. It offers you a love that is true and mature. To attain such love, you will have to commit yourselves to each other freely and gladly for the sake of a richer and deeper life together.

Therefore, if there is anyone here present who can show just cause why these two persons may not be lawfully joined together in matrimony they should declare it now, or hereafter remain silent.

Exchanging of Vows (Select Option from Schedule A)

Exchanging of Rings (Optional – If applicable, select Option from Schedule A)

\_\_\_\_\_ and \_\_\_\_\_, let your home be a haven of peace in the middle of a busy world; let your relationship be one of complete truth and understanding between you both. May you live long, happy and prosperous lives together as you, day by day, fulfill the terms of the covenant you have made with one another this day.

I, \_\_\_\_\_, by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you to be (husband and wife/partners in life/married).

### Signing of Register

It is my pleasure to present, for the first time, the married couple, \_\_\_\_\_ and \_\_\_\_\_.

## SCHEDULE A

### EXCHANGING OF VOWS - OPTIONS

**MANDATORY:**

**“I do solemnly declare that I do not know of any lawful impediment or reason why I may not be joined in matrimony to (name).”**

**A)** I call upon these persons here present to witness that I \_\_\_\_\_ do take you \_\_\_\_\_, to be my lawful wedded (wife/husband/spouse/partner),

**B)** I call upon these persons here present to witness that I \_\_\_\_\_ do take you \_\_\_\_\_, to be my lawful wedded (wife/husband/spouse/partner), to have and to hold from this day forward, for better or for worse, for richer, for poorer, in sickness and in health, to love and to cherish; from this day forward until death do us part.

**C)** I call upon these persons here present to witness that I \_\_\_\_\_ do take you \_\_\_\_\_, to be my lawful wedded (wife/husband/spouse/partner). I promise to be true to you in good times and in bad, in sickness and in health. I will love you and honor you all the days of my life."

**D)** I call upon these persons here present to witness that I, \_\_\_\_\_ do take you \_\_\_\_\_ to be my lawful wedded husband/wife, my partner in life and my one true love.

I will cherish our union, love, trust and respect you; I will laugh with you and cry with you, love you faithfully through good times and bad, regardless of the obstacles we may face together. I give you my hand, my heart, and my love, from this day forward for as long as we both shall live”.

**E)** Personal script – subject to Clerk or Deputy Clerk approval

## **EXCHANGING OF RINGS – OPTIONS (IF APPLICABLE)**

- A)** “With this ring, I thee wed. I shall love, honour and cherish you and this ring shall be the symbol of my love.”
  
- B)** “Take this ring, as a token of my love. I marry you with this ring, with all that I am and all that I have.”
  
- C)** “This ring I give in token of the covenant made this day between us.”
  
- D)** “I give you this ring to wear with love and joy. This ring has no end and neither shall my love for you.”
  
- E)** Personal script – subject to Clerk or Deputy Clerk approval

## **SAMPLE PROGRAM**

Seating of Family Members – if applicable

Processional – if applicable

Welcome

Wedding Message

Exchange of Vows

Exchange of Rings – if applicable

Announcement of Marriage

Signing of the Register

Presentation of the Married Couple

Recessional

(Readings, Songs, as well as Lighting of Unity Candles, Sand Ceremonies and other unification ceremonies, may be added to the civil marriage program, but must be discussed with and approved by the Officiant).

## SCHEDULE B

### FEES FOR CIVIL MARRIAGE SOLEMNIZATION

- In Council Chambers during Township Business Hours \$250.00
- Outside of Council Chambers during and/or after Business Hours \$350.00 plus  
Officiant expenses
- Witness (Township employee) \$25.00 per hour/  
per employee
- Rehearsal \$75.00, plus  
Officiant expenses
- Renewal of Vows \$75.00 plus  
Officiant expenses

## SCHEDULE C

### BOOKING AGREEMENT

#### Applicant and Co-Applicant Information

\_\_\_\_\_  
Applicant's Last Name

\_\_\_\_\_  
Co-Applicant's Last Name

\_\_\_\_\_  
Applicant's First, Middle Name

\_\_\_\_\_  
Co-Applicant's First, Middle Name

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Co-Applicant's Address

\_\_\_\_\_  
Applicant's Occupation

\_\_\_\_\_  
Co-Applicant's Occupation

\_\_\_\_\_  
Applicant's Identification Number  
(ie. Driver's License #)

\_\_\_\_\_  
Co-Applicant's Identification Number  
(ie. Driver's License #)

\_\_\_\_\_  
Marriage License Number

\_\_\_\_\_  
Date Marriage License Issued  
(mm/dd/yyyy)

\*Note: License valid for 3 months  
from date of issue.

#### Ceremony Information

\_\_\_\_\_  
Proposed Ceremony Date (dd/mm/yyyy)

\_\_\_\_\_  
Proposed Time of Ceremony

\_\_\_\_\_  
Proposed Location of Ceremony: (please be specific)

\_\_\_\_\_  
Name of 1<sup>st</sup> Witness:  
Last, First Name

\_\_\_\_\_  
Name of 2<sup>nd</sup> Witness:  
Last, First Name



**Selection of Ceremony (Review Schedule A and circle option below):**

Ceremony #1      Ceremony #2

**Selection of Vows (Review Schedule A and circle option below):**

Option A    Option B    Option C    Option D    Option E (please provide copy)

**Selection of Script for Exchanging Rings (if applicable, review Schedule A and circle option below):**

Option A    Option B    Option C    Option D    Option E (please provide copy)

**Will you require our services for a Rehearsal? (please circle)**    Yes    No

If yes, date: \_\_\_\_\_      Time: \_\_\_\_\_

Location: \_\_\_\_\_

**Will anyone be walking an Applicant down the aisle? (please circle)**    Yes    No

If yes, please provide Name and Relationship:

\_\_\_\_\_

**Will rings be exchanged during the Ceremony? (please circle)**      Yes    No

If yes, how many: \_\_\_\_\_

Who will have the rings prior to exchange? \_\_\_\_\_

**Will there be a Flower Girl? (please circle)**    Yes    No

If yes, please provide Name and Age: \_\_\_\_\_

**Will there be a Ring Bearer? (please circle)**    Yes    No

If yes, please provide Name and Age: \_\_\_\_\_

**Is an Interpreter required? (please circle)**    Yes    No

If yes, please provide Name, Address and Phone Number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will there be a photographer? (please circle)**      Yes    No

**Will there be a videographer? (please circle)**      Yes    No

**Will there be music? (please circle)**    Yes    No

If yes, list music: \_\_\_\_\_

Please circle how music will be played:    Tape    Live    Music    Other: \_\_\_\_\_

**Is the use of a microphone required for Officiant? (please circle)**      Yes    No

**Will there be decorations? (please circle)**    Yes    No

If yes, why type: \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_

(NOTE: if held in Council Chambers, there is a maximum of 20, not including wedding party)

**Do you have any additional Comments or Requests?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fees (see Schedule B for listing of Fees)**

Amount: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

**Signatures**

*The applicants acknowledge that they have read the Township of Guelph/Eramosa Marriage Guidelines and shall adhere to the requirements established with respect to the provision of civil marriage services by the Township of Guelph/Eramosa.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

*Personal information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used for the purpose of providing the civil marriage solemnization services. Questions with respect to the collection of personal information should be addressed to the Clerk's department, Township Guelph/Eramosa, PO BOX 700 Rockwood, ON N0B 2K0 519-856-9596 ext. 125*