



GUIDELINES FOR THE PROVISION OF CIVIL MARRIAGE CEREMONIES

1. Ceremonies will be conducted by the Town Clerk or designate in the Administration Office at 5941 Highway 89, Harriston, in the Council Chambers during Town of Minto Business Hours. (Fee \$200.00)
2. Arrangements for ceremonies outside the Town of Minto Administration Office and outside regular business hours can be arranged with the Clerk or designate. (Fee \$300.00 plus mileage and expenses)
3. A request for a civil ceremony is to be received at least five days prior to the date of the ceremony.
4. Fee: cash, money order or cheque to be paid to the Town of Minto a minimum of five business days prior to the ceremony date
 - A \$50.00 non-refundable deposit is required at the time of scheduling
 - Rehearsal Fee \$75.00
 - Ceremonial Renewal of Vows \$75.00
5. Pre-ceremony consultation meeting (approximately 30 minutes) is mandatory;
 - To be scheduled a minimum of five business days prior to the ceremony
 - Fee to be paid in full, estimated additional costs will be given at this meeting
 - Both parties must be in attendance and provide photo identification
 - Ceremony information form to be completed
 - Marriage Licence to be presented (date issued to be within 3 months prior ceremony)
 - To discuss other municipal locations for the ceremony
 - Standard vows are available or personalized vows to be provided the day of the pre-ceremony meeting
 - Music selection (if any), will be discussed
 - To discuss photo opportunities during the ceremony
6. Changes to date and/or time are allowed at no additional charge provided that the location and officiate are available. A \$50.00 non-refundable deposit will be charged if the ceremony is cancelled prior to the scheduled date. No refund will be issued if the ceremony is cancelled on the day of the ceremony, or the applicant(s) and witnesses do not show up for the ceremony.



7. The ceremony will take approximately 15 minutes. Plan to arrive at least 30 minutes prior to the ceremony to allow time to review final details.
8. Alcohol or stimulants are not to be used by the celebrants or their witnesses prior to the ceremony. If the officiate believes that, alcohol or other stimulants have been used, the ceremony will not proceed.
9. Music will be permitted before and after the ceremony (applicants to provide their own equipment). When selecting the type of music consideration should be given to its appropriateness and contribution to the dignity of the occasion.
10. It's the applicant's responsibility to provide the interpreter if they do not speak English and/or require language assistance. The interpreter cannot be one of the witnesses. The interpreter will be required to sign a form that he/she has interpreted the wedding ceremony.
11. Absolutely NO confetti, rice, etc. are allowed in or on the grounds of the municipal offices or property.
12. All electronic equipment must be turned off prior to the commencement of the ceremony and not permitted until all documents are signed.

NOTE:

1. There is no minimum age requirement for a witness, however, it is suggested they should be at least sixteen years of age and able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required.
2. The Record of Solemnization of Marriage given at the ceremony is not a legal record. Approximately 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 within the licence.
3. Additional rental fees apply to other municipal facilities. Bookings for these facilities will need to be made through the Recreation Department.
4. Wedding venues outside the boundaries of the Town of Minto may be subject to an additional fee to cover accommodations and travel expenses of the officiate.
5. If personal vows are to be made, they are to be reviewed by the officiate prior to the ceremony. A written copy of the vows must be brought to the pre-ceremony meeting.



I have read the above guidelines outlined in Schedule A & B of By-law 2011-45 and agree that Bill White, CAO / Clerk, Peg Schieck, Clerk's Assistant will conduct a civil marriage solemnization service on:

Date: _____

Time: _____

Location: _____

Applicant # 1 Name: _____

Signature

Applicant # 2 Name: _____

Signature

Witness # 1 Name: _____

Signature

Witness # 2 Name: _____

Signature

Marriage Licence Number: _____ Date Issued: _____

Note: Marriage licences are valid for 3 months only.

Deposit Received _____

Fees paid: ___ yes ___ no

Method of Payment: ___ cash ___ cheque ___ debit

Vows attached: ___ yes ___ no

Bill White – CAO / Clerk

Peg Schieck – Clerk's Assistant

Personal Information on this form is collected under the authority of the Municipal Act and regulation under the Marriage Act, 285/04, and will be used to perform a civil marriage ceremony.

