

# Township of Dawn-Euphemia Township of Dawn-Euphemia

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## **Guidelines for the Provision of Civil Marriage Ceremonies**





# Township of Dawn-Euphemia Guidelines for the Provision of Civil Marriage Ceremonies

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# Township of Dawn-Euphemia Guidelines for the Provision of Civil Marriage Ceremonies

Donna Clermont, Administrator-Clerk  
October 2015

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1. **Location:** Ceremonies will be conducted by the Clerk or other designates appointed in writing by the Clerk.

Ceremonies can take place at either:

(a) Council Chambers (subject to availability)  
Township of Dawn-Euphemia  
4591 Lambton Line  
Dresden, ON N0P 1M0

(b) Or at an alternate agreed upon location of your choice that is of a professional conducive setting for a ceremony. (Evenings, Saturdays or Sundays, depending upon Clerk's availability).

2. **Request for Civil Ceremony:** The request for a civil ceremony should be received by the Clerk at least one (1) month prior to the date of the ceremony and is subject to the availability of the officiate. A standard civil marriage ceremony, incorporating all mandatory declarations under the Marriage Act will be used at all civil marriages. Personal vows, in addition to the mandatory declarations, will be permitted subject to the approval of the Clerk.
3. **Reaffirmation of Vows:** Reaffirmation of vows will not be offered as part of this service.
4. **Fee:** The fee of \$250.00 will be paid in the form of cash, money order or certified cheque to be paid a minimum of ten (10) days prior to ceremony date. A wedding booking is not confirmed until payment has been received in full.
5. **Changes:** Changes to the date and/or time are allowed at no additional charge provided that the location and officiate are available. An administration fee of \$25.00 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) do not show up for the ceremony.
6. **Witnesses:** The Celebrants are responsible for providing two witnesses. Witnesses for the purpose of signing the Registry of Marriage, must be 14 years of age or older and must be able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required.

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7. **Marriage License:** Applicants must either obtain their marriage license from the Township of Dawn-Euphemia or another Ontario municipality with the authority to issue marriage licenses. The license is valid for a period of three (3) months after the issue date. The original license must be provided to the Clerk thirty (30) days in advance of the ceremony in order to ensure that all paperwork is acceptable to proceed with the ceremony on the scheduled date. Marriage Licenses are available in Dawn-Euphemia for a fee of \$100.
  
8. **Pre-Ceremony Meeting:** A Pre-ceremony meeting should take place at least a month before the ceremony, or for convenience, this meeting *can* take place on the same day the marriage license is obtained. Applicants must pre-book this appointment with the Clerk.
  - ✓ Both parties must be in attendance and provide photo identification
  - ✓ Civil Marriage Ceremony Questionnaire (Pg.6-8) must be completed
  - ✓ If personalized vows are to be included, please bring a written copy
  - ✓ Marriage License to be presented (date issued to be within 3 months of ceremony)
  - ✓ Name, address and telephone number of two witnesses must be provided
  - ✓ Fee to be paid in full
  
9. **Alcohol or Stimulants:** Alcohol or stimulants *are not* to be used by the celebrants or their witnesses prior to or during the ceremony. ***If the Officiate believes that alcohol or other stimulants have been used, the ceremony will not proceed.***
  
10. **Clothing:** In order to maintain the dignity of the ceremony, clothing should be appropriate for the occasion.
  
11. **Music:** Music will be permitted at times to be determined during the pre-ceremony meeting (applicants to provide equipment and music.) When selecting the type of music, consideration should be given to its appropriateness and contribution to the dignity of the occasion.
  
12. **Guests:** Due to limited space, a maximum of twenty (20) guests can be accommodated in the Council Chambers.
  
13. **Photographs/Video:** The taking of photographs will be permitted during the ceremony (subject to the discretion of the Clerk). An opportunity will also be provided for photos before the ceremony begins, during the signing of the register and when the ceremony is complete. Photographs are permitted on the grounds of the Township of Dawn-Euphemia Municipal Administration Office free of charge. Video recording of the ceremony is permitted in a discreet agreed upon location.

14. **Prohibitions:** Absolutely no smoking, confetti, rice, bubbles, candles, sprinkles, etc. are permitted in or on the grounds of the Municipal Building.
15. **Decorations:** Minimal decorations are permitted (e.g. flowers, balloons) when the ceremony takes place in the Council Chambers and can be placed 15 minutes prior to the ceremony and removed within 15 minutes of the conclusion of the ceremony.
16. **Cell Phones:** Cell phones must be turned off prior to the commencement of the ceremony and not permitted until all documents are signed and witnessed.
17. **Interpreter:** It is the applicants' responsibility to provide an interpreter if you do not speak English and/or require language assistance. The interpreter should not be one of the witnesses. The interpreter will be required to sign a form that he/she has interpreted the wedding ceremony.
18. **Loss or Damage:** The celebrants for the civil marriage ceremony will consent to defend and indemnify the Township of Dawn-Euphemia for any loss or damages incurred by their invitees. The celebrants shall agree that the Township of Dawn-Euphemia will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending the Council Chambers on the invitation of the celebrants.
19. **Supervision:** The celebrants 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.

#### **NOTES:**

1. If there are reasonable grounds to believe a person lacks the capacity to marry (or be a witness) by reason of being mentally ill or mentally defective, a letter shall be required from a physician, parent or guardian as to the mental competency of the party.
2. Plan to arrive at least 15 minutes prior to the ceremony to allow time to review final details.
3. Following the Ceremony, you and your spouse will receive a record of Solemnization of Marriage. This *is not* a Marriage Certificate. In order to change your name on your identification, a Marriage Certificate will be required. You can apply for your Marriage Certificate for a fee on-line 12 weeks after your wedding at [www.serviceontario.ca](http://www.serviceontario.ca) or you can request a copy of the application from the Clerk.
4. The Council Chambers may only be used for civil marriage ceremonies conducted by municipal staff or designates appointed by the Clerk.
5. In the event that the Clerk is unable to perform the ceremony, the Clerk reserves the right to delegate the duty and responsibility of solemnizing the marriage or make any changes to the ceremony as they see fit.



## TOWNSHIP OF DAWN-EUPHEMIA

### CIVIL MARRIAGE CEREMONY QUESTIONNAIRE

(please complete and bring to the consultation)

1. **APPLICANTS: (Please bring Photo I.D. to the consultation together with the marriage license. Note: Consultation is required to take place at least two (2) weeks prior to the ceremony.)**

**Applicant -Full Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Ph: \_\_\_\_\_ Cell: \_\_\_\_\_

Photo I.D.: \_\_\_\_\_

Occupation: \_\_\_\_\_

**Joint Applicant - Full Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Ph: \_\_\_\_\_ Cell: \_\_\_\_\_

Photo I.D.: \_\_\_\_\_

Occupation: \_\_\_\_\_

### 2. CEREMONY DETAILS:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Directions: \_\_\_\_\_

Will you be incorporating personal vows into the marriage ceremony?  Yes  No

\*Incorporation of personalized vows: The Marriage Officiate *must* see the text of the personalized vows prior to the service to ensure that they are appropriate to the dignity of the occasion. Please write out your personalized vows and bring them to the consultation.

Anyone giving away applicant(s)?  Yes  No

Name(s): \_\_\_\_\_

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- Is an interpreter required?  Yes  No
- Will there be a flower girl?  Yes  No
- Will there be a ring bearer?  Yes  No
- Will rings be exchanged?  Yes  No
- Will there be a photographer present during the ceremony?  Yes  No
- Will there be music? (Applicants to supply music and player)  Yes  No  
 (Music must be appropriate to the occasion)
- Approx. number of guests? \_\_\_\_\_
- Has either party been divorced outside of Canada?  Yes  No

Any additional comments/details:

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**3. MARRIAGE LICENSE: (Please have marriage license present at consultation)**

License #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Where was the Marriage License issued? \_\_\_\_\_

\*If you are obtaining your license from the Township of Dawn-Euphemia, please bring the completed Marriage Application complete with (1) Birth Cert or Valid Passport AND (2) Valid Driver's License or Valid Ontario Photo Card.

**4. WITNESS INFORMATION (witnesses must be 14 years of age or older)**

**Witness 1,** Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Ph: \_\_\_\_\_

**Witness 2,** Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Ph: \_\_\_\_\_

**4. ACKNOWLEDGEMENT OF RULES (The Marriage Officiant will review questions with Applicants during consultation process)**

**If using the Council Chambers:**

- The Applicants, if using the Council Chambers for the civil marriage ceremony, do hereby consent to defend and indemnify the Township of Dawn-Euphemia for any loss or damage incurred by their invitees. The Applicants agree that the Township of Dawn-Euphemia 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.
- All exits of the Council Chambers must be kept free from obstruction in case of fire.
- 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.
- No candles, confetti, rice, incense or bubbles is permitted in the Township Offices or on adjacent property. Small flower arrangements are permitted.
- The Municipal Office is a non-smoking facility.
- The Council Chambers can provide accommodations for up to 20 guests.
- The Council Chambers will be opened 15 minutes prior to the start of the ceremony.

**Alternate Locations:**

- A small signing table (with a pen) is required for signing the registrar if an alternate location is used.

**Please be advised:**

- Absolutely NO consumption of alcohol or other stimulants by the couple and/or witnesses is permitted prior to or during the ceremony. (The Marriage Officiate will cancel the ceremony without a refund if this rule is violated.)
- An administration fee of \$25.00 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) do not show up for the ceremony.
- A booking is not confirmed until the Civil Marriage Ceremony Questionnaire is completed and returned to the Clerk's Office and payment of all fees have been received.
- In the event that the Clerk is unable to perform the ceremony, the Clerk reserves the right to delegate the duty and responsibility of solemnizing the marriage or make any changes to the ceremony as they see fit.

We acknowledge and agree to these procedures as stated:

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

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

Date \_\_\_\_\_

Date \_\_\_\_\_

Following the Ceremony, you and your spouse will receive a record of Solemnization of Marriage. This *is not* a Marriage Certificate. In order to change your name on your identification, a Marriage Certificate will be required. You can apply for your Marriage Certificate for a fee on-line 12 weeks after your wedding at [www.serviceontario.ca](http://www.serviceontario.ca)

All personal information on this form is collected under the authority of the Regulation 285/04, made under the *Marriage Act*, and will be used to assess criteria required to organize and execute a civil marriage ceremony. Questions about this collection should be directed to the Clerk's Office, 4591 Lambton Line, Dresden, ON N0P 1M0 519-692-5148.