

Celebrant's Name: _____

Celebrant's Name: _____

Date of Marriage: _____

Anticipated Number Attending: _____

Time of Ceremony: _____

Contact Telephone No: _____

1. **Smoking, candles, confetti or rice** are not allowed in or on property.
2. The Celebrants, as the renters of the Council Chambers for the civil marriage ceremony, do hereby consent to defend and indemnify the Municipality of Clarington for any loss or damages incurred by their invitees. The Celebrants agree that the Municipality of Clarington 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 Celebrants.
3. The renter 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.
4. The Municipal Council Chambers may only be used for civil marriage ceremonies conducted by Municipal staff.
5. All exits must be kept free from obstruction in case of fire.
6. The Council Chambers will be available for a maximum of one and one-half hours only. Minimal decorating is permitted, however, must be approved by the Officiate in advance of the ceremony. Decorating is allowed 30 minutes prior to the ceremony and must be taken down within 30 minutes following the ceremony.
7. Music deemed by the Officiate to be appropriate to the occasion will be allowed.
8. Changes to date and/or time are allowed at no additional charge, provided that the Council Chambers and the Officiate are available. Requests to change the date and/or time must be received a minimum of 48 hours prior to the originally scheduled date and time.
9. **A booking is not confirmed until this agreement is signed, and payment received. The agreement is to be returned to the municipal clerk's office at the time of meeting with the municipal clerk/designate.**

Signature of Responsible Party

Date

Personal information contained on this form is collected under authority of the *Marriage Act* and will be used to arrange a civil marriage ceremony. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, Ontario, L1C 3A6, 905-623-3379.

See reverse for ceremony rules and regulations

Rules and Regulations to Maintain the Dignity of the Occasion

1. Section 7 of the *Marriage Act* states that a marriage may not be solemnized if a person is under the influence of intoxicating liquor or drugs. As such, these stimulants may not be used by the Celebrants or their witnesses prior to or during the ceremony. If the Officiant believes that alcohol or other stimulants have been used, the ceremony will not take place.
2. A meeting shall be held with the Officiant at least one week prior to the ceremony. Both Celebrants must attend the meeting.
3. The fee (\$275 + \$35.75 HST=\$310.75), in the form of cash, cheque, money order or debit card, must be paid at the Municipal Clerk's Department, for the ceremony. A signed Civil Marriage Booking Agreement must be provided to the Officiant at the meeting. Failure to make payment will result in the ceremony being cancelled.
4. The Celebrants are responsible for providing two witnesses (must be over 14 years of age).
5. The dress of the Celebrants must be respectful of the occasion (i.e. no jeans, T-shirts, shorts, etc.). "Themed Weddings" are not allowed.
6. The following is information to have ready for your meeting with the Officiant:
 - a. Witnesses names _____
 - b. Number of rings to be used?
 - c. Is anyone giving the bride away?
 - d. Is there a flower girl?
 - e. Is there a ring bearer?
 - f. If personal vows are to be made, the Officiant must see the text prior to the ceremony to ensure they are appropriate to the dignity of the occasion. Please bring these with you to the meeting.
 - g. Number of guests?
 - h. Is an interpreter required? (NOTE: The expense for an interpreter shall be borne by the Celebrants. The interpreter cannot act as one of the witnesses.)
 - i. Will there be a photographer?
 - j. Please bring the marriage license to the meeting (if purchased prior to the meeting).
 - k. Did you want to see each other before the ceremony?