



TOWN OF NEWMARKET
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 one (1) week prior to the ceremony.)**

Applicant:

Full Name: _____

Phonetic pronunciation of Name: _____

Photo I.D.: _____

Contact Telephone Number: _____

Joint Applicant:

Full Name: _____

Phonetic pronunciation of Name: _____

Photo I.D.: _____

Contact Telephone Number: _____

2. CEREMONY DETAILS

Date: _____

Time: _____

Ceremony Script # _____

Number of guests: _____

(A maximum of 25 is permitted)

Incorporation of personalized vows: The Marriage Officiant must see the text of the personalized vows prior to the service to ensure that they are appropriate to the dignity of the occasion.

Due to the civil nature of the service, the ceremony shall not refer to any particular or identifiable religious connotations or traditions. Please write out your proposed vows and bring them to the consultation.

Anyone giving away applicant(s)? Yes No

Name(s): _____

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? 1 2 Yes No

Do you wish to exchange a kiss? Yes No

Do you want to see each other prior to the ceremony? Yes No

Will there be a photographer present during the ceremony? Yes No

Will there be music? (applicants to supply music & player) Yes No

Any additional comments/details: _____

3. MARRIAGE LICENCE: (Please have marriage licence present at consultation)

Licence #: _____ Date Issued: _____

Where was the Marriage Licence issued? _____

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

- The Applicants, as the renters of the Council Chambers for the civil marriage ceremony, do hereby consent to defend and indemnify the Town of Newmarket for any loss or damage incurred by their invitees. The Applicants agree that the Town of Newmarket

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.

- 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.
- The Town Council Chambers may only be used for civil marriage ceremonies conducted by authorized Municipal staff.
- All exits must be kept free from obstruction in case of fire.
- Nothing like or similar to candles, confetti, rice, incense or bubbles is permitted in the Town Offices (395 Mulock Drive) or on adjacent property.
- Small flower arrangements are permitted.
- We are a non-smoking facility (395 Mulock Drive)
- **No food or beverages (non-alcoholic and alcoholic) may be brought into, consumed, or served in the Council Chambers at the Municipal Offices at 395 Mulock Drive.**
- No consumption of alcohol or other stimulants by the couple and/or witnesses is permitted prior to or during the ceremony. (The Marriage Officiant will cancel the ceremony without a refund if this rule is violated.)
- Music deemed by the Marriage Officiant to be appropriate to the occasion will be allowed. The Applicant must supply a music player for their recorded music.
- Due to the civil nature of the service, the ceremony shall not refer to any particular or identifiable religious connotations or traditions.
- The Town will provide accommodations for up to 25 guests.
- The Council Chambers will be available for a maximum of **one hour**. The ceremony will commence 5 minutes after all parties are in attendance.
- **An administration fee will be charged for any change of date within 7 days (subject to availability) of the ceremony - \$30.00 + HST.**
- **An administration fee will be charged for any cancellation before the consultation - \$58.00 + HST.**

- **An administration fee will be charged for any cancellation of the ceremony after the consultation - \$172.00 + HST.**



We acknowledge and agree to these procedures as stated:

Applicant Signature

Applicant Signature

Date

Date

PLEASE NOTE: A booking is not confirmed until the Civil Marriage Ceremony Questionnaire is completed and returned to the Town Clerk's Office and payment of all fees has been received.

Following the Ceremony, you and your spouse will receive:

- A copy of your vows

- A record of Solemnization of Marriage (Please note that this is not a Marriage Certificate. Some organizations will require a Marriage Certificate as proof that your marriage was registered by the Province)

NOTE: For your Marriage Certificate apply on-line 10 weeks after your wedding at 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 Town Clerk's Office, 395 Mulock Drive, Newmarket, Ontario, L3Y 4X7 905-953-5300, ext 2200.