



## **CIVIL MARRIAGE CEREMONY GUIDELINES**

Civil ceremonies will be conducted by an appointed Marriage Officiant of the Township of Wellington North. Couples wishing to be married must have an Ontario Marriage License and a completed Civil Marriage Ceremony Questionnaire provided by the Township. A request for a civil ceremony must be received at least ten days prior to the date of the ceremony.

### **Bookings:**

At the discretion of the Officiant, Ceremonies can take place at an agreed upon location of your choice, in the Province of Ontario, that is a setting conducive for a ceremony.

### **Mandatory Marriage Consultation:**

The mandatory marriage consultation is to be scheduled (at the time the marriage is booked) 7 to 10 days prior to the date of the ceremony. Both applicants are required to attend a mandatory marriage consultation with the Marriage Officiant.

The applicants should have with them:

- Photo Identification (e.g. Driver's License, current Passport or picture Ontario Health Card)
- A completed Civil Marriage Ceremony Questionnaire
- A valid Ontario Marriage License which can be purchased from the Town or another Ontario municipality with the authority to issue marriage licenses and is valid for a period of three months after the issue date; and
- A receipt for payment of the ceremony.

### **Fees:**

Fees must be paid in full five days in advance of the ceremony or the ceremony shall not proceed. Fees (plus HST) are payable to the Corporation of the Township of Wellington North and can be made by e-transfer to [accounting@wellington-north.com](mailto:accounting@wellington-north.com), debit, cheque, or cash.

### **2022 fee schedule**

WEDDING max 1 hour	\$350.00
REHEARSAL max 1 hour	\$75.00
MILEAGE	.50c/km
TRAVEL over 25 km/one way	\$25/hr

### **Witnesses:**

Two witnesses are required to be present during the ceremony. Although there is no minimum age for a witness, it is suggested that they should be at least 14 years of age and should be able to understand and appreciate what is taking place and be able to give evidence of such later, if required.

**Interpreters:**

If you do not understand or read English, you must provide your own interpreter and he/she must provide identification.

**Expiry Date:**

A marriage license is valid for use anywhere in Ontario for a period of three (3) months from the date of issue.

**Ceremony Options:**

The couple may review and choose from three ceremony script options. Their selection should be submitted along with the Civil Marriage Ceremony Questionnaire.

Subject to approval by the Marriage Officiant, the couple may personalize parts of the script, including vows. Music deemed by the Marriage Officiant to be appropriate to the occasion will be allowed. The applicants must supply a music player for their recorded music.

**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 have been received.

**Following the Ceremony, you and your spouse will receive:**

- A copy of your vows
- A congratulatory certificate
- 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 90 days after your wedding at [www.serviceontario.ca](http://www.serviceontario.ca)



**WELLINGTON NORTH**  
SEMPER PORRO

## CIVIL MARRIAGE CEREMONY APPLICATION AND BOOKING AGREEMENT

**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: \_\_\_\_\_

Photo ID: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**JOINT APPLICANT:**

Full Name: \_\_\_\_\_

Photo ID: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. MARRIAGE LICENSE DETAILS:**

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

Date Issued: \_\_\_\_\_

Municipality where Issued: \_\_\_\_\_

**3. CEREMONY DETAILS:**

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

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

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

**Witness 1 Full Name:** \_\_\_\_\_

**Witness 1 Address:** \_\_\_\_\_

**Witness 2 Full Name:** \_\_\_\_\_

**Witness 2 Address:** \_\_\_\_\_

Will anyone be presenting a marrier? (e.g. giving the bride away): YES \* NO

\* Full Name: \_\_\_\_\_

Will rings be exchanged? YES \* NO  \*How Many: \_\_\_\_\_

Will there be a Flower Child / Junior Attendant: YES \* NO

\* Full Name: \_\_\_\_\_

Is an interpreter required: YES \* NO

\* Full Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Photographer during ceremony: YES \* NO

\* Name: \_\_\_\_\_

Music: YES \* NO

\* Details: \_\_\_\_\_

#### 5. VOWS

Option 1

Option 2

Option 3

#### 4. REHEARSALS

Will you expect the officiant to attend any rehearsals or meetings prior to the ceremony?

YES \* NO

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

5. ADDITIONAL COMMENTS:

This Booking Agreement must be signed by both Applicants.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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

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

Received by the Township of Wellington North

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Township of Wellington North Representative

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, 7490 Sideroad 7 W, Kenilworth ON, N0G 2E0 or 519-848-3620 Ext 4227.



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## **CEREMONY OPTION 1**

We are gathered at this place 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.

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 anyone 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.**

Is there some present who gives this woman in marriage to this man? (optional)

### ***Vows***

(at this time the officiant will ask you to face each other and hold one another's hand. The officiant will then ask you to repeat after them (traditional bride first, groom second))

**I do solemnly declare that I do not know of any lawful impediment or reason why I, XXX, may not be joined in matrimony to XXX.**

**I do solemnly declare that I do not know of any lawful impediment or reason why I, XXX, may not be joined in matrimony to XXX.**

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

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

### ***Rings***

This ring I give you in token of the covenant made this day between us.

**I, \_\_\_\_\_, by the virtue of the powers vested in me by the Marriage Act, hereby pronounce you XXX and XXX to be husband and wife.**

You may kiss your bride. Or You may exchange a kiss. (optional)

(Signing of the Official Register after ceremony)



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## **CEREMONY OPTION 2**

On behalf of \_\_\_\_\_ (and children, families, pets) 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 here today 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 of meaning to our lives. The day-to-day companionship, the pleasure in doing things together, or in doing separate things – the 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% 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. A happy marriage is one which is continually developing while growing in understanding of the other person. By growing together in love, it is possible to share not only the joys of life but the burdens of sorrow as well.

**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.**

Is there someone present who gives this woman in marriage to this man? (optional)

\_\_\_\_\_ and \_\_\_\_\_ your marriage is intended to join you in a relationship so intimate and personal it will enhance your lives forever. It offers you the promise of 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.

## Vows

(At this time the officiant will ask you to face each other and hold one another's hands. If the bride has a bouquet it will be handed off to a member of the wedding party.)

Officiant to the Bride and then to the Groom. – Please repeat after me.

**I do solemnly declare that I do not know of any lawful impediment or reason why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_.**

**I do solemnly declare that I do not know of any lawful impediment or reason why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_.**

**I call upon these person's 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 call upon these person's 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.**

Officiant to Guests: - As a symbol of their commitment to each other, Bride and Groom are exchanging rings

Officiant to the Bride and then to the Groom: - Place the ring on the Groom's/Bride's finger and say these words to him/her.

This ring I give you, in token of the covenant made this day between us. 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.

*At this time the Bride and Groom, and their witnesses, will sign the Official Register.*

**I, \_\_\_\_\_, by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be husband and wife.**

You may exchange a kiss. Or You may kiss your groom/bride.





### **CEREMONY OPTION 3**

We are gathered at this place for the purpose of joining in the legal state of matrimony this man and this woman, 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.

As the two of you walk the road of married life together, you will quickly come to realize that marriage is not a one-sided affair. The concept of what's mine is mine and what's yours in yours will no longer apply. There will need to be a sharing in all things and that includes the sorrows as well as the good times. You will not always agree, you will not always see eye to eye. You will not always please each other.

But that should be no cause for regret, because the many good times to marriage will overshadow the sorrow.

**Therefore if there is anyone 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.**

#### ***Vows***

**I do solemnly declare that I do not know of any lawful impediment or reason why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_.**

**I do solemnly declare that I do not know of any lawful impediment or reason why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_.**

**I call upon these persons here present, to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_ to be my lawful wedded husband. To have and to hold, from this day forward. For better, for worse, for richer for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.**

**I call upon these persons here present, to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_ to be my lawful wedded wife. To have and to hold, from this day forward. For better, for worse, for richer for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.**

## ***Rings***

This ring I give you in token of the covenant made this day between us.

**I, \_\_\_\_\_ , by the virtue of the powers vested in me by the Marriage Act, I do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be husband and wife.**

Let your home be a haven of peace in the midst of a busy world; let your relationship be one of complete truth and understanding between you both; respect the confidences of your partner in this marriage and consider that as the world gives nothing freely, neither will your marriage yield you more than you give into it.

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.

You may kiss your bride. Or You may exchange a kiss