

## Civil Marriage Services – Thames Centre Municipal Office

- Civil marriage ceremonies without any religious connotations will be conducted by a marriage commissioner from the Legislative Services Department of the Municipality of Thames Centre.
- Ceremonies will be conducted between the hours of 9:00 am and 4:00 pm on weekdays, with the ceremony held in Council Chambers. Chambers will be available for a maximum of 1 hour time duration, during which the ceremony will take place.
- Ceremonies must be booked at least 48 hours prior, however they are not confirmed until payment has been made. Marriage Commissioner Booking Agreement also must be completed.
- Fee: \$300.00 + HST (\$339). All fees will need to be paid at the time of booking. A \$100 + HST (\$113) administration fee will be retained should the booking be cancelled at least 24 hours prior to booking. No refund will be issued if the couple does not arrive on the date of the scheduled ceremony.
- Couples are to provide two (2) witnesses who must be present at the ceremony. Should witnesses be required, the Municipality agrees to provide up to 2 staff members to witness at a cost of \$25.00 plus HST per witness.
- Marriage Commissioner will provide examples of ceremonies, which the couple may alter and combine to create a personalized ceremony, to the extent that is allowed within the law. Couples may also write their own vows, however these must be approved by the marriage commissioner prior to the ceremony.
- Couples are permitted minimal decorations such as flowers or balloons, however they must take these with them when they depart. No confetti, bubbles, candles or incense are allowed.
- No music will be provided during the ceremony.
- Photographs permitted, it is up to the couple to provide a photographer
- A valid Province of Ontario marriage licence is required. This must be provided to Officiant at least 30 minutes ahead of the ceremony. The couple is required to attend at least 30 minutes prior to the ceremony with a government issued photo ID and the licence to validate the ceremony.
- A maximum of 15 guests are permitted. The Couples are responsible for the conduct of their invitees.

## Civil Marriage Services – Thames Centre (Off Site)

- Ceremonies must be booked at least 24 hours prior. Valid government issued photo identification is required at the time of booking. This service is available only pending the availability of a marriage commissioner.
- Fee: \$300.00 + HST (\$339).
- \$50.00+ HST fee for attendance at a rehearsal (subject to Officiant availability)
- Mileage will be charged for attendance of marriage commissioner at offsite locations at the current rate in the Fees and Charges By-law.
- All fees will need to be paid at the time of booking to the **Municipality, the Officiant is not able to accept payment at the ceremony**. A \$100 + HST (\$113) administration fee will be retained should the booking be cancelled at least 24 hours prior to booking. No refund will be issued if the couple does not arrive on the date of the scheduled ceremony.
- Couples are to provide two (2) witnesses who must be present at the ceremony.
- Services will be provided by Legislative Services Department and Officiated by the Clerk or a Clerk designate. Due to the civil nature of the service, there cannot be any religious connotation to the ceremony.
- Marriage Commissioner will provide examples of ceremonies, which the couple may alter and combine to create a personalized ceremony, to the extent that is allowed within the law. Couples may also write their own vows, however these must be approved by the marriage commissioner prior to the ceremony.
- A pre-ceremony meeting will be required should the licence not be obtained from the marriage commissioner. This meeting will require the attendance of both parties, with photo identification and the license will need to be presented to the marriage commissioner at this time.
- Marriage Commissioner will arrive at least 15 minutes prior to the ceremony time and the couple will have the officiant for a maximum of 1 hour from the set ceremony time.

## ***Internal Notes***

- Marriage Commissioners will be the Clerk and Deputy Clerk, unless demand warrants having anyone else appointed.
- Marriage Commissioners will receive \$150 for each off-site wedding they officiate, outside of normal working hours. This will be added to their pay as taxable income.
- Should a Marriage Commissioner perform an off-site wedding during normal business hours, they will only receive any milage charged.
- Marriage Commissioners will not be required to provide off-site ceremonies outside of normal business hours. These are to be booked by the Commissioner who will provide the service.