Civil Marriage Ceremony Agreement and Questionnaire

Cobourg
Ontario • Canada

Internal Payment Type: _____ Payment Received: _____

Personal information contained on this form, is collected the authority of Section 24 of the Marriage Act, R.S.O.1990, Chapter M3 and will be used for the purpose of performing a civil marriage ceremony. Questions regarding this collection should be directed to: Legislative Services Division, 55 King Street West, Cobourg, ON K9A 2M2, Tel. 905-372-4301.

Please provide / complete the following information.

Ceremony Details

Ceremony Date:

_____

Ceremony Time:

1 p.m.   2 p.m.   3 p.m.

Applicants (Please bring photo I.D if the marriage licence was not obtained by the Town of Cobourg)

Applicant Name

_____

Email

_____

Phonetic Pronunciation of Full Name

_____

Telephone Number

_____

Applicant Name

_____

Email

_____

Phonetic Pronunciation of Full Name

_____

Telephone Number

_____

Witnesses (It is suggested witnesses be 14 years of age or older).

Witness 1 Name _____

Witness 2 Name _____

With advanced notification, the Town of Cobourg will provide witnesses at a $25/fee per witness (two required). Do you require witnesses to be provided?   Yes   No

Ceremony Details

Number of Guests _____

Will there be personalized vows?   Yes   No

Will rings be exchanged?   Yes   No   Number of rings? 1   2

If only 1 ring, which Applicant will be offering?   Applicant   Joint Applicant

Will there be an exchange of embrace (i.e. kiss) at the end of the ceremony?   Yes   No

Will there be a hired photographer at the ceremony?   Yes   No

Town of Cobourg Policy Review

- Marriage Ceremony Fees are $400.00 and payable by cash or debit at the time of booking.
- A Civil Marriage Ceremony cannot be booked or confirmed until full payment is received, and this questionnaire is submitted.
- Civil Marriage Ceremonies are conducted on Friday afternoons at 1:00 p.m., 2:00 p.m., or 3:00 p.m. in the Victoria Hall Courtroom.
- A maximum of 100 guests can be accommodated in the Victoria Hall Courtroom.
- Applicants must submit their marriage licence to the Legislative Services Department a minimum of 10 days prior to the ceremony.
- An administration fee of $75.00 will be charged if the Ceremony is cancelled a minimum of 10 days prior to the scheduled date. No refund will be issued if the ceremony is cancelled less than 10 days from the date of the ceremony, or the applicant(s) are not present for the ceremony.
- Late arrivals by the Applicant, Joint Applicant or any of their guests resulting in the delay of the ceremony may result in a cancellation or postponement of the Ceremony.
- All exits must be kept free from obstructions in case of a fire.
- Nothing like/similar to candles, confetti, rice, incense or bubbles are permitted.
- No food or drink is permitted.
- As Victoria Hall Courtroom is a heritage venue, it is not fully accessible.
- Live broadcasting of your wedding to friends and family who are unable to attend the ceremony is allowed, arrangements must be made in advance to ensure connectivity with your personal equipment.
- As the facility renter for the Civil Marriage Ceremony, the Applicants do hereby consent to defend and indemnify the Town of Cobourg for any loss or damage incurred by their invitees. The Applicants agree that the Town of Cobourg 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 renters shall be responsible for the conduct and supervision of all persons admitted to the Victoria Hall Court Room and shall see that all regulations pertaining to the event are strictly followed.
- The renter acknowledges that Victoria Hall is a public building and as such the Lobby and facilities must remain open and available to the Public during posted hours.
- Identification must be shown if the marriage licence was not obtained from the Town of Cobourg.

We, the undersigned, acknowledge and agree to these procedures and rules as stated within this Civil Marriage Ceremony Agreement:

_____	_____	_____
Applicant Name	Signature	Date
_____	_____	_____
Joint Applicant Name	Signature	Date

Please note: If you are emailing this form to us, download it and then do a 'save as' to ensure your responses are properly saved before submitting.

Internal Use Only:

Date Received _____

Licence Number _____

Photo ID Shown - Applicant   Yes

Date Issued _____

Photo ID Shown - Joint Applicant   Yes