

Town of Aylmer Civil Marriage Package



Personal information on this form is collected under the authority of the Marriage Act R.S.O. 1990, as amended, and will be used for the sole purpose of booking a Marriage Commissioner and making the necessary preparations for the civil marriage ceremony. Questions regarding this collection should be forwarded to the Clerk of the Town of Aylmer.

Civil Marriage Ceremony Applicant Checklist

<input type="checkbox"/>	Review Civil Marriage Ceremony Guidelines;
<input type="checkbox"/>	Contact Town of Aylmer Clerk's Office to schedule a pre-ceremony meeting with the Officiant;
<input type="checkbox"/>	Obtain a valid marriage licence in Ontario. For information, contact the Clerk's Office;
<input type="checkbox"/>	Complete the Pre-Ceremony Information Questionnaire for review with the Officiant;
<input type="checkbox"/>	Complete the Booking Agreement form for a Town of Aylmer marriage service;
<input type="checkbox"/>	Pay all required fees in accordance with this package;
<input type="checkbox"/>	Choose vows for your civil marriage ceremony;
<input type="checkbox"/>	Determine a location for the ceremony;
<input type="checkbox"/>	Make arrangements for two witnesses;
<input type="checkbox"/>	If required, make arrangements for an interpreter for the ceremony;
<input type="checkbox"/>	Arrange for any music, videographer, photographer and permitted decorations.

Clerk's Department Contact Information

Josh Brick

Director of Corporate /Legislative

Services/ Clerk

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519-773-3164 ext: 4911

46 Talbot Street West

Aylmer, Ontario N5H 1J7

Civil Marriage Ceremony Guidelines

1. Civil marriage ceremonies last up to 30 (thirty) minutes, depending on the vows chosen. The service time booked would be approximately one (1) hour to allow for photo opportunities and use of an interpreter if required.
2. A request for a civil marriage ceremony must be received a minimum of 14 days prior to the date of the ceremony. The applicants are required to complete the Civil Marriage Booking Agreement and pay the appropriate fee at the Town office at the time of the Pre-Ceremony meeting. As well, applicants must complete a Pre-Ceremony Information Questionnaire and meet with the marriage officiant.
3. Two Witnesses are required during the ceremony. The Witnesses must be 18 years of age or older and speak English or have a translator present. The translator must provide photo identification in advance of the ceremony. The translator may not be related to either the Applicant or Joint Applicant.
If no witnesses are available, the Town may supply them upon request. The cost is \$50 per witness if required and this is only available for ceremonies conducted in the Town of Aylmer Council Chambers.
4. It is the Applicants' responsibility to provide an translator if they do not speak English and/or require language assistance. The translator cannot be one of the witnesses and must not be related to the Applicant or Joint Joint Applicant. The translator must provide photo identification in advance of the ceremony and will be required to sign a form confirming that they have interpreted the wedding ceremony.
5. The officiant has the authority to refuse to perform a marriage ceremony if anyone in the wedding party appears to be under the influence of alcohol and/or drugs.

Location

1. Wedding Ceremonies are conducted in the Town of Aylmer Council Chambers, located at 46 Talbot Street West, Aylmer, Ontario. Ceremonies are conducted Monday to Friday between 9:30am and 3:30pm. Ceremonies will not be conducted on days that Town Council meets (usually the first and third Monday of each month) or Statutory Holidays.
2. Officiants may conduct ceremonies at a different location, and/or outside of regular business hours upon request. When the ceremony is held outside of business hours an alternative location must be provided.
3. The Council Chambers will only be made available for a maximum of one hour per ceremony.
4. Music will be permitted at certain times throughout the ceremony and is to be determined during the pre-ceremony meeting. When selecting the type of music, consideration should be given to its appropriateness and contribution to the dignity of the occasion. Music and an audio device must be supplied by the Applicants if you wish to have music at the ceremony.
5. A maximum of 19 guests (not including the wedding party) can be accommodated in the Council Chambers should this location be used for a civil marriage ceremony.
6. No candles, confetti, rice, or bubbles are allowed in the Council Chambers or on municipal property.
7. When using the Council Chambers, minimal decorations are permitted (e.g. flowers, balloons). They may be placed 15 minutes prior to the Ceremony and removed within 15 minutes of the conclusion of the Ceremony. The use of decorations that are to be affixed to walls or furniture (i.e. tape, staples, nails, etc.) are not permitted. The Town of Aylmer will provide minimal decorations including a white tablecloth for the signing of the marriage registry.
8. The Applicants 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.
9. The Applicants, as the renters of the Council Chambers for the civil marriage ceremony, hereby consent to defend and indemnify The Corporation of the Town of Aylmer for any loss or damages incurred by their invitees. The applicants agree that The Corporation of The Town of Aylmer 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.

Fees

1. All fees are payable in advance at the time of booking and required for the execution of a Booking Agreement. A blank Booking Agreement form is included in this package for reference. Payments are to be made by cash, debit or certified cheque.

Council Chambers	\$300.00 + HST
Other Location	\$350.00 + HST
Per Witness (Only available in Council Chambers)	\$50.00 + HST
Marriage Licence	\$110.00
Travel (Outside Town of Aylmer Limits)	Town of Aylmer Mileage Rate

2. All fees are subject to change based on revisions to the Town's Fees and Charges By-Law. Please check with the officiant for the most up-to-date fees.
3. The marriage fee includes a pre-consultation with the officiant, use of the Council Chambers, Officiate, limited decorations and the licence sent for processing by the Registrar General.
4. The fee for a marriage licence is \$110.00. More information regarding the application process for obtaining a marriage licence in Ontario can be obtained by accessing the Government of Ontario webpage, www.ServiceOntario.ca or can be obtained from Clerk's Department Staff.
5. Changes to date and/ or time are permitted at no additional charge, provided the location and officiants are available and the request is received a minimum of (5) five business days prior to the originally scheduled date and time. An administration fee of \$50.00 will be applied should the Ceremony be cancelled prior to the scheduled date. No refund will be issued if the Ceremony is cancelled on the day of the Ceremony, or the Applicant(s) fail to appear for the Ceremony.

Frequently Asked Questions

1. What documents are needed for a civil marriage service?

Before meeting with the marriage officiant, you should have completed and paid for your Ontario marriage licence (valid for three (3) months following its date of issue), which you need to show the Officiant. You should have also completed the Pre-Ceremony Information Questionnaire and Booking Agreement, which are both included in this package.

2. Who may officiate the wedding?

In the Town of Aylmer, the Clerk and Chief Administrative Officer/Deputy Clerk are appointed Officiants and may perform wedding ceremonies.

3. Can we get married on the weekend?

Yes. Weddings take place at the Town office from Monday to Friday during regular business hours. Officiants may conduct ceremonies outside of regular hours upon request and availability. When a ceremony is held outside of business hours a location must be provided.

4. Does the Town offer “same day service” for a ceremony?

No. Requests must be made, and a pre-ceremony meeting must be conducted a minimum of two weeks prior to the ceremony.

5. Does the Marriage Licence need to be purchased at the Town of Aylmer to be married by a Town of Aylmer Officiant?

No. An Ontario Marriage Licence may be purchased anywhere in the Province of Ontario.

6. Are witnesses required for a civil marriage ceremony?

Yes. All couples require two witnesses present during the ceremony. Witnesses must be at least (18) years old and speak English or have a translator present. If no witnesses are available, the Town may supply them upon request. The cost is \$50 per witness if required and this is only available for ceremonies conducted in the Council Chambers.

7. May we include readings from the Bible or have a Blessing at our Ceremony?

The marriage officiant may not perform any type of religious ceremony in keeping with the spirit of the Ontario Marriage Act, which requires civil ceremonies to be “non-denominational.” Readings or blessings may be read by someone other than the marriage officiant.

8. Who will register our marriage?

Following the ceremony, all parties must sign the Record of Solemnization (to be retained by the Applicants) and the Statement of Marriage. The marriage officiant will ensure that all documentation is forwarded to the Office of the Registrar within two (2) business days to register the marriage with the Province of Ontario.

Civil Marriage Services Booking Agreement

Applicant and Co-Applicant Information

Applicant's Name	Co-Applicant's Name
Date of Ceremony (yyyy/mm/dd)	Time of Ceremony:
Telephone Number:	Email Address:
Mailing Address:	

1. Date Marriage Licence Issued: _____ (valid for three months from date of issue)
2. Is the Town of Aylmer Council Chambers being used? Yes ____ or No ____
3. If not using the Council Chambers, please identify the exact address of wedding:

4. Ceremony Fee: \$ _____
- Travel Expense: \$ _____
- Witnesses: \$ _____
- Marriage Licence: \$ _____
- HST: \$ _____
- Total: \$ _____

The applicants acknowledge that they have read the Town of Aylmer Civil Marriage Guidelines as attached hereto and shall adhere to the requirements established with respect to the provision of civil marriage services by the Town of Aylmer. The applicants also acknowledge that the information provided on the Pre-Ceremony Information Questionnaire is true and accurate to the best of their knowledge.

Signature of Applicant

Date

Signature of Co-Applicant

Date

Pre-Ceremony Information Questionnaire

	Applicant	Co-Applicant
Last Name:		
First Name:		
Address:		
Witness Name:		

Marriage Licence Number:			
Marriage Licence Date Issued:			
Proposed Location:			
Proposed Time:			
Number of Guests:			
Ceremony Option #	1 <input type="checkbox"/>	2 <input type="checkbox"/>	Other <input type="checkbox"/>
Incorporation of Personalized Vows?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Exchange of Rings?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Exchange of Embrace?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Photographer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Videographer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Will there be decorations or music? (Provide details below if applicable)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Additional Comments or Requests