



## TOWN OF COBOURG CIVIL MARRIAGE CEREMONIES

- 1. APPLICANTS are required to bring Photo I.D to the Marriage Ceremony meeting with the Officiant along with their Marriage Licence. The Marriage Officiant will retain the Marriage Licence for safe keeping and will bring it to the ceremony.**

**Note: A Meeting with the Marriage Officiant must be arranged to take place at least one (1) week prior to the ceremony.**

**Applicant:**

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

Photo I.D.(only required if the license was not obtained by the Town of Cobourg)

Contact Telephone Number: \_\_\_\_\_

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

**Joint Applicant:**

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

Photo I.D.(only required if the licence was not obtained by the Town of Cobourg)

Contact Telephone Number: \_\_\_\_\_

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

**2. CEREMONY DETAILS/MARRIAGE LICENCE**

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

License # \_\_\_\_\_ Date Issued: \_\_\_\_\_

Where was the Marriage Licence Issued: \_\_\_\_\_

Last Name after Ceremony: \_\_\_\_\_

Location:  Victoria Hall Bailey Court Room  Victoria Hall Council Chambers

Other: \_\_\_\_\_



### CHECKLIST:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Interpreter Required?                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will ring(s) be exchanged?                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you wish to exchange a kiss?                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you wish to see each other before the ceremony?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be a photographer present at the ceremony?       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be music (applicants to supply music and player) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Wifi Connection Required?                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Any Person(s) with mobility Issues?                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Any additional comments/details: \_\_\_\_\_

\_\_\_\_\_

### 3. WITNESSES

Two Witnesses are required for Signing of Marriage Documents during the Ceremony.

Do you require witnesses to be provided by the Town?  Yes  No  
(no additional fee)

### 4. GENERAL

- Civil Marriage Ceremonies will be conducted on **Friday afternoons only at 1:00 p.m., 2:00 p.m., 3:00 p.m. or 4:00 p.m.** in either the Victoria Hall 'Bailey' Courtroom or the Council Chambers 55 King Street West, Cobourg, Ontario or any other municipal building (on-site) or at any location approved by the Marriage Officiant within the limits of the Town of Cobourg (off-site).

**Note: If you are looking to have your marriage ceremony on the Beach, please contact the Community Events Coordinator.**

**Telephone: 905-372-8641 ext: 4150**





- **Marriage Ceremony Fees:**

Victoria Hall Ceremony which includes either the 'Bailey' Courtroom or Council Chambers **\$300.00** (cash or debit) payable at the time of booking; or

Off-site ceremonies within the Town of Cobourg limits: **\$350.00** (cash or debit) payable at the time of booking.

No date will be held unless the fee is paid in full.

- A wedding booking is not confirmed until this agreement is completed and returned to the Municipal Clerk's Office with full payment by cash or debit card with approval of the officiant.
- Due to room size, a maximum of 50 guests shall be accommodated in the 'Council Chambers' and a maximum of 120 guests in the Victoria Hall 'Bailey' Courtroom.
- Celebrants should obtain their marriage licence at least **10 days in advance** of the ceremony. This will ensure that all documentation is acceptable to the Marriage Officiant in order to proceed with the ceremony on the scheduled date and to set up a meeting with the Marriage Officiant to discuss the Ceremony details.
- Changes to the proposed date and/or time for a ceremony are allowed due to exceptional or unforeseen circumstances at no additional charge and with reasonable notice provided that the Council Chambers or 'Bailey' Courtroom and Marriage Officiant are available.
- Subject to availability of ceremony cancellations, an administration fee of \$75.00 will be charged if the ceremony is cancelled **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.
- A Marriage Licence is not required to schedule a date with the Marriage Officiant. It is recommended that for wedding ceremonies being conducted by the Town of Cobourg that you provide the Marriage Licence for the care and keeping of the Marriage Officiant as it ensures that the Licence is secured until the day of the marriage and allows adequate time for completion of the necessary paperwork in advance of the ceremony.
- Two witnesses must be present during the ceremony and will be required to sign the Marriage Licence and Marriage Register as part of the ceremony. The Town of Cobourg can provide witnesses only if arrangements are made with the Marriage Officiant in advance of the Marriage Ceremony. (No Additional Fee)





**5. ACKNOWLEDGE OF RULES (The Marriage Officiant will review questions with Applicants during consultation period)**

- All exists must be kept free from obstructions in case of a Fire.
- Nothing like/or similar to candles, confetti, rice, incense or bubbles are permitted in the Victoria Hall Bailey Court Room or Council Chambers. No food or drink allowed in the Courtroom.
- No consumption of alcohol or other stimulants by the couple and/or witnesses is permitted prior to or during the ceremony.
- The Bailey Court Room will be available for a maximum of one (1) hour. The ceremony will commence once all parties are in attendance. **Note: There may be times when multiple Marriage Ceremonies are being held, therefore if you are more than one (1) hour late you risk cancelation or rescheduling of your Marriage Ceremony.**
- Wifi is available upon request for live broadcasting of your wedding to friends and family who may not be able to attend your ceremony. Arrangements should be made with the Officiant in advance to ensure connectivity with **your** personal computer equipment.
- As the renters of the Victoria Hall Bailey Courtroom or Council Chambers 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 renter(s) shall be responsible for the conduct and supervision of all persons admitted to the Victoria Hall Bailey Court Room or Council Chambers and shall see that all regulations pertaining to the event are strictly followed.

**We acknowledge and agree to these procedures and rules as stated within this Civil Ceremony Agreement:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk/Marriage Officiant

\_\_\_\_\_  
Date





Following the Ceremony, you will receive:

- A copy of the Civil Marriage Ceremony and Wedding Vows;
- A congratulatory certificate, signed by the Mayor on behalf of Council and the Town of Cobourg
- A Record of Solemnization of Marriage (Note that this is not a Marriage Certificate. Some government agencies will require a Marriage Certificate as proof that your marriage was registered by the Province.)
- Notice to Applicants Form (Provincial Form) to obtain Official Marriage Certificate
- Request for Marriage Certificate Application. Note: It is recommended that you apply for your Marriage Certificate ten (10) weeks after your Civil Marriage Ceremony.

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 access criteria required to organize and execute a civil marriage ceremony. Questions about this collection should be directed to the Town's Legislative Services Office, 55 King Street West Cobourg Ontario, 905-372-4301.

### For Office Use Only

Civil Marriage Ceremony Fee: **Municipal Office: \$300.00**  **Other Location \$350.00**

**Marriage Licence Fee paid- \$125.00**  **Yes** or  **No**

**Total Paid** \_\_\_\_\_

Cash \_\_\_\_\_ Cheque \_\_\_\_\_ Debit Author # \_\_\_\_\_ **(\*\*Please attach Receipt)**

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Licence Number: \_\_\_\_\_ Document to Officiant (initial) \_\_\_\_\_

Room Booked (initial) \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_