



TOWN OF COBOURG

CIVIL MARRIAGE CEREMONY AGREEMENT

The Municipal Clerk's Department offers civil marriage ceremonies to couples who wish a short, simple, non-denominational marriage Ceremony in the Town of Cobourg's nationally significant and very unique heritage Victoria Hall Court Room, Market Building or Concert Hall.

Civil Marriage Ceremonies are available Friday afternoons at 1:00pm, 2:00pm and 3:00pm.

CEREMONY DATE: _____ **TIME:** _____

1. APPLICANT AND JOINT APPLICANT

- *PLEASE NOTE ORDER. APPLICANT WILL BE ADDRESSED FIRST IN CEREMONY, FOLLOWED BY JOINT APPLICANT. ORDER CANNOT CHANGE DURING CEREMONY.*

APPLICANT

Full Name: _____

Phonetic Pronunciation of Full Name (*i.e. Ian = EE-an or eye-AN; Cheyenne = shy-AN*)

Phone Number: _____

E-mail Address: _____

Photo identification (only required if the licence was not obtained by the Town of Cobourg)

JOINT APPLICANT

Full Name: _____

Phonetic Pronunciation of Full Name (*i.e. Ian = EE-an or eye-AN; Cheyenne = shy-AN*)

Phone Number: _____

E-mail Address: _____

Photo identification (only required if the licence was not obtained by the Town of Cobourg)

2. MARRAGE LICENCE

Licence # _____ Date Issued: _____ Place Issued? _____

Received by Town of Cobourg: Date Received: _____

3. CEREMONY DETAILS

Applicants will be addressed as “spouse” and the “couple” throughout the Ceremony.

Will ring(s) be exchanged? Yes No # of rings? 1 2

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

Do you wish to exchange a kiss? Yes No

Will there be a photographer present at the Ceremony? Yes No

Will there be music? No Yes (Applicants must supply music AND equipment)

Interpreter Required? No Yes

(Applicants must provide own Interpreter and must provide their credentials in advance)

PLEASE NOTE, THE APPLICANT/JOINT APPLICANT CANNOT SERVE AS AN INTERPRETER FOR THEIR OWN CEREMONY. THE INTERPRETOR CANNOT ACT AS A WITNESS FOR EITHER PARTY.

How many guests are expected ? _____

The couple will be introduced as “**the newly married couple**”, unless otherwise specified.

How would you like to be introduced following the Ceremony?

_____.

Any additional comments/details?

3. WITNESSES

Two Witnesses are required for the Ceremony. They will be required to sign the Marriage Licence and Marriage Register as part of the Ceremony. As such, the Witnesses must be over age 14 and must have the ability to comprehend the situation and recall it at a later date.

With advance notification, the Town of Cobourg may be able to provide witnesses at no additional fee. Do you require witnesses to be provided by the Town? Yes No

4. GENERAL

- Marriage Ceremony Fees are \$300.00 (cash or debit) payable at the time of booking.
- Civil Marriage Ceremonies will be conducted on Friday afternoons at 1:00 p.m., 2:00 p.m., or 3:00 p.m. in Victoria Hall Court Room, Concert Hall or Market Building as designated.
- A wedding booking will be confirmed after this agreement is completed and returned to the Municipal Clerk’s office with full payment by cash/debit and after Officiant approval.
- A maximum of 118 guests can be accommodated in the Victoria Hall Court Room. Capacity for other locations will be detailed with the couples at a later date.
- In order to ensure all documentation is acceptable to the Marriage Officiant to proceed with the Ceremony on the scheduled date, Applicants should obtain their marriage licence and submit it to the Clerk’s Office **a minimum of 10 days prior to the Ceremony.**

- Changes to the proposed date and/or time for a Ceremony may be permitted due to exceptional or unforeseen circumstances at no additional charge and with reasonable notice provided that the Ceremony location and Marriage Officiant are both available.
- 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 OR Joint Applicant OR any of their guests may result in a cancellation or postponement of the Ceremony.

5. ACKNOWLEDGEMENT OF RULES

- 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 Court Room is a heritage venue, it is not fully accessible. Guests with accessibility issues can be accommodated in the Back Gallery.
- Wi-Fi may be available upon request for live broadcasting of your wedding to friends and family who may not be able to attend your Ceremony. Arrangements must be made in advance to ensure connectivity with your personal computer 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.

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
_____	_____	_____
Town Representative	Signature	Date