



**TOWN OF COBOURG**

**CIVIL MARRIAGE CEREMONY**

The Municipal Clerk's Department offers civil ceremonies to couples who wish a simple, non-denominational marriage ceremony within the Town of Cobourg's nationally significant and very unique heritage Victoria Hall Bailey Court Room.

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

Date of Ceremony: \_\_\_\_\_

Time:  1:00pm  2:00pm  3:00pm

**1. APPLICANTS**

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

**Applicant:**

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

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

**Joint Applicant:**

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

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: \_\_\_\_\_

Where was the Marriage Licence issued? \_\_\_\_\_

Received by Town of Cobourg:  Date Received: \_\_\_\_\_

### CEREMONY CHECKLIST:

Applicants will be addressed as “spouse” and the “married couple” during 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 equipment)

Interpreter Required?  No  Yes (Applicants must provide)

How many guests are expected (maximum 118 persons)? \_\_\_\_\_

How would you like to be introduced following the ceremony?

i.e. the Married Couple, Mr & Mrs. Smith etc. \_\_\_\_\_

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. 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. (*Note: if you are looking to have your marriage ceremony on the beach, please contact the Community Events Coordinator, 905-372-8641 ext. 4150*).
- 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 with approval of the officiant.
- A maximum of 118 guests can be accommodated in the Victoria Hall Court Room.
- 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 in advance of the ceremony.**
- Changes to the proposed date and/or time for a ceremony are permitted due to exceptional or unforeseen circumstances at no additional charge and with reasonable notice provided that the Victoria Hall Court Room and Marriage Officiant are available.

- 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.

**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 in the Victoria Hall Bailey Court Room or Council Chambers. No food or drink is allowed in the Court Room.
- 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 renter(s) 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(s) acknowledge 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 acknowledge and agree to these procedures and rules as stated within this Civil Ceremony Agreement:*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Representative

\_\_\_\_\_  
Date