



CIVIL MARRIAGE APPLICATION PACKAGE



CIVIL MARRIAGE SERVICES 2023 Information Package

Congratulations on your upcoming wedding!

The Corporation of the Town of Spanish offers Civil Marriage Ceremonies for those couples wishing to have a non-religious ceremony.

GENERAL INFORMATION

Booking Ceremonies: Ceremonies must be booked in person at least two (2) weeks in advance. It is recommended that you book your Ceremony as far in advance as possible.

Ceremony Location: The location of your ceremony must be approved by the Marriage Officiant during the consultation meeting.

Fee Schedule:

Service	Fee + HST	Total
Marriage Licence Fee	\$125.00 (no HST)	\$ 125.00
Ceremony Fee	\$250.00 + HST	\$ 282.50
Witness Fee (If required)	\$ 35.00 + HST per witness	VARIABLES
Rehearsal Fee	\$50.00	\$ 56.50
Travel Fee (If required)	\$0.68 / KM	VARIABLES
Location rentals	Inquire at the Municipal Office	

Fees must be paid at time of reservation and can be paid by cash, debit, or by certified cheque payable to the Corporation of the Town of Spanish.





Marriage Licenses: Couples require a valid Ontario Marriage License which can be purchased from the Town. Marriage Licenses are valid for a period of three months after the issue date and must be given to the Officiant during the consultation meeting.

**Mandatory
Ceremony
Consultation:**

Both Applicants are required to attend a mandatory ceremony consultation meeting with the Marriage Officiant. Consultation meetings will be scheduled during regular business hours usually two (2) weeks prior to the Ceremony date. Both Applicants must bring the following to the consultation meeting:

1. A valid Ontario Marriage License;
2. A completed Civil Marriage Ceremony Questionnaire

Witnesses: Two (2) witnesses are required to be present during the Ceremony. Although there is no minimum age for a witness, it is suggested that they should be at least 14 years of age (16 years old preferred) and should be able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required.

If you cannot provide witnesses, Town Staff may be able to fulfil this role.

Interpreters: If you do not understand or read English, you must provide your own interpreter and he/she must provide identification. The interpreter cannot be one of the applicants or witnesses.

Ceremony Scripts: The Couple may review and choose from our Ceremony scripts. The Couple may personalize parts of the script, including the addition of their own personal vows. Changes to the Ceremony scripts, including the addition of personal vows, must be approved by the Marriage Officiant during the consultation meeting. Written copies of proposed changes should be brought to the consultation meeting.

Rehearsals: The Couple may wish to schedule a rehearsal with the Marriage Officiant prior to the Wedding. Rehearsals must be limited to 1 hour and take place at the Municipal office located at 8 Trunk Road, Spanish, Ontario. The fee for this service is \$ 50.00 + HST.



Request for Solemnization of Marriage Services

Couples who wish to have a Civil Marriage are required to have a consultation meeting with the Marriage Officiant before their wedding day. This meeting is a great opportunity for you to meet the Officiant and to go over your service. Please provide/complete as much of this questionnaire as possible prior to attending the consultation meeting (PLEASE PRINT). The Request for Solemnization of Marriage Services form is available on the Town's website in a fillable PDF form.

CEREMONY DATE & TIME

Date: _____ Time: _____

Location: _____ Number of guests: _____
(e.g., Civic Centre Room, off-site and address)

Rehearsal Required: Yes No Date of Rehearsal: _____ Time: _____

APPLICANTS

Both Applicants are required to attend the consultation meeting.

APPLICANT #1

Full Name: _____

Address: _____ Postal Code _____

Telephone Number: _____ Email _____

APPLICANT #2

Full Name: _____

Address: _____ Postal Code _____

Telephone Number: _____ Email _____

WITNESSES

Every Civil Marriage Ceremony must be witnessed by two (2) persons who are at least 14 years of age or older (16 years old preferred). The witness information you provide will be used in the Marriage Register so please ensure its accuracy.

WITNESS FOR APPLICANT #1:

Full Name: _____

Home Address: _____



WITNESS FOR APPLICANT #2:

Full Name: _____

Home Address: _____



MARRIAGE LICENCE

(To be completed by the Marriage Officiant at consultation meeting)

Couples must bring their valid Ontario Marriage Licence to the consultation meeting. You can obtain a Marriage Licence prior to the consultation meeting at the Town of Spanish, Administration Office.

Licence #: _____ Date Issued: _____

Where was the Marriage Licence issued? _____

CEREMONY DETAILS

1. Ceremony Script Chosen: # _____

2. Will there be personalized vows? Yes No

(The Marriage Officiant must see the text of the personalized vows prior to the service to ensure that they are appropriate to the dignity of the occasion. Due to the civil nature of the service, the Ceremony shall not refer to any particular or identifiable religious connotations or traditions.)

3. Is a rehearsal required? Yes No

4. Is an interpreter required? Yes No

5. Will there be a flower girl? Yes No

6. Will rings be exchanged? Yes No

7. Will there be a ring bearer? Yes No

8. Do you wish to exchange a kiss? Yes No

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

10. How do you want to be introduced at the end of the Ceremony?

Mr. & Mrs. _____

The married couple

Other (subject to approval): _____

Any additional comments/details: _____



ACKNOWLEDGEMENT OF GUIDELINES AND RULES

I/we, the above-named Applicants, acknowledge and agree as follows:

1. No consumption of alcohol or other stimulants by the Couple and/or witnesses is permitted prior to or during the Ceremony. The Marriage Officiant will cancel the Ceremony without a refund if this rule is violated.
2. No marriage will be solemnized except under the authority of a marriage licence. Proxy marriages are not legally recognized in Ontario.
3. Scheduling of civil marriage solemnization services shall be undertaken by means of completing the *Request for Solemnization of Marriage Services* form which is available at the Civic Centre Administration Office. Upon completion of the *Request*, the applicants shall arrange for a meeting with the Marriage Officiant to review the details pertaining to the marriage solemnization service.
4. No marriage will be solemnized without the advance payment of the applicable fees.
5. Civil marriage ceremonies will have no religious connotation.
6. A Ceremony will take approximately 20 - 30 minutes, please arrive on time.
7. The taking of photographs during the Ceremony is permitted provided that it does not interfere with the Ceremony as determined by the Marriage Officiant.
8. The Couple, as the renters of any Town Facility, for the Ceremony, do hereby consent to defend and indemnify The Corporation of the Town of Spanish (the "Town") for any loss or damage incurred by their invitees and guests. The Couple agrees that the Town 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 Couple.

Applicant #1

Applicant #2

Signature

Signature

Date: _____

Date: _____

Personal Information Collection Notice

Information contained on this form is collected under the authority of Section 24 of the Marriage Act, R.S.O., 1990, Chapter M3, and will be used for the purpose of administering and performing a Civil Marriage Ceremony. Questions regarding this collection should be directed to the Town Clerk, Town of Spanish, 8 Trunk Road, P.O. Box 80, Spanish, Ontario P0P 2A0 or by calling 705-844-2300.



For Office Purposes Only

Rehearsal Fee \$50.00 +HST Paid Civil Marriage Fee: \$250.00 +HST Paid

Location of Ceremony: _____

of km: _____ x\$0.68 Total km Fee:\$ _____

Total to be paid: _____ Paid