



A Natural Attraction

Getting Married At City Hall

2025 General Information and Planning Package



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General Information and Planning Package Index

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Civil Marriage Services

The City of Quinte West offers Civil Marriage Services at the availability of the Clerk during normal business hours (Monday to Friday) between 9:00 a.m. and 12:00 p.m. and 1:00 p.m. and 3:00 p.m. in the Council Chambers at City Hall. The fee for the service at City Hall is \$450.00 (HST included). Please note the Civil Marriage Service does not include the fee for the Marriage Licence (\$160.00 Tax Exempt).

Legal Requirements:

The City Clerk or Deputy City Clerk(s) will act as Officiate to solemnize the Civil Marriage Ceremony. The Civil Marriage Service will be a non-denominational and dignified ceremony, which adheres to the requirements of the Marriage Act for the Province of Ontario.

Civil Marriage Ceremony:

Ceremonies, available in English only, are simple and dignified and are conducted at City Hall subject to availability of space and staff. The Ceremony lasts approximately twenty (20) minutes depending on the vows chosen. The service time booked would be approximately one (1) hour to allow for photo opportunities, etc. Please note the late arrival of applicants for the scheduled Civil Ceremony Service may result in the Officiate not performing the ceremony, and the service may be required to be rescheduled to another date. If an interpreter is required, more time would be needed.

It is necessary that ceremonies are booked in advance to allow for a pre-ceremony meeting at least five (5) days prior to the Ceremony. A booking will be confirmed upon receipt of payment.

To help make this important day as beautiful, dignified and intimate as possible, this package contains information to assist you with learning more about the Civil Marriage Service, and to plan your Ceremony.

Enclosed you will find:

- a) **Civil Marriage Ceremony Guidelines:**
The guidelines provide answers to frequently asked questions with regard to Civil Marriage Ceremonies at City Hall and Marina.
- b) **Civil Marriage Ceremony Booking Agreement:**
A booking is not confirmed until this Agreement is completed and returned to the Corporate Services Department with full payment of the fee as set out in the

most current City of Quinte West Fees & Charges By-law. Acceptable payment options are certified cheque, cash, debit or credit card (online payment portal only).

- c) **Pre-Ceremony Information Questionnaire:**
This information will assist the Officiate and the Applicants to plan and coordinate the details of the Ceremony.

- d) **Sample Vows:**
We have included examples of vows which the Applicants can choose from including three options. There is a provision to allow Applicants to write custom vows for the Service which can be inserted between the mandatory declarations required under the Marriage Act. Custom vows are subject to the approval of the Officiate.

- e) **Our Facility and the Officiates:**
City Hall and Council Chambers offers a quiet ambiance and intimate setting for your Civil Marriage Ceremony and includes the use of the Facility and Grounds for picture opportunities for the Applicants. A quick tour/visit can be arranged.

Civil Marriage Ceremony Guidelines

1. Ceremonies will normally be conducted at City Hall in the Council Chambers, but may be moved to an alternate meeting space if necessary.
 2. For use of the Council Chambers the fee is \$450.00 (HST incl.). Acceptable payment is by certified cheque, cash, debit. Credit card payments are not accepted for this service. This is payable at the time of booking and a Booking Agreement executed. The ceremony fee does not include the Marriage Licence fee (\$160.00 Tax Exempt).
 3. Changes to date and/or time are permitted at no additional charge, provided the location and Officiate are available. An administration fee of \$75.00 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.
 4. The Marriage Ceremony lasts approximately twenty (20) minutes. Plan to arrive fifteen (15) minutes prior to the Ceremony to allow time for review of final details. Late arrival of the applicants for the scheduled Ceremony may result in the Officiate not performing the ceremony, and the service may be required to be rescheduled to another date.
 5. A request for a Civil Marriage Ceremony is to be received a minimum of seven (7) days prior to the date of the Ceremony.
 6. Pre-ceremony meeting is required (approximately thirty (30) minutes):
 - a) To be scheduled for at least five (5) days prior to the ceremony;
 - b) Both parties must be in attendance and provide photo identification (i.e. driver's licence);
 - c) Bring completed Application for a Civil Marriage Ceremony;
 - d) If specific vows are to be included, please provide a written copy; and
 - e) A valid Marriage Licence issued in the Province of Ontario is to be presented (date issued must be within three (3) months of ceremony).
- *If pre-ceremony meeting does not occur, a valid Marriage Licence issued in the Province of Ontario must be delivered to the Legislative Services Department at least five (5) business days prior to the ceremony.
7. Alcohol or stimulants are not to be used by the Applicants or their witnesses prior to or during the Ceremony. If the Officiate has reason to believe that alcohol or other stimulants have been used, the Ceremony will not proceed.
 8. In order to maintain the dignity of the Ceremony, clothing should be appropriate for the occasion.

9. A maximum of 10 guests plus the wedding party (wedding couple plus 2 witnesses) can be accommodated in the Council Chambers.
10. No confetti, rice, bubbles, candles, etc. are allowed in the Municipal Offices or grounds.
11. Minimal decorations are permitted (e.g. flowers, balloons). They may be placed fifteen (15) minutes prior to the Ceremony and removed within fifteen (15) minutes of the conclusion of the Ceremony. Use of decorations that are to be affixed to walls or furniture (i.e. tape, staples, nails, etc.) are not permitted.

Notes:

- a) **Any deviation from the above guidelines with regard to Items 1, 5 and 6 are at the discretion of the Officiate.**
- b) **It is the Applicants' responsibility to provide an interpreter if they do not speak English and/or require language assistance. The interpreter cannot be one of the witnesses. The interpreter shall be required to sign a form confirming that he/she has interpreted the wedding ceremony.**
- c) **The Record of Solemnization of Marriage provided at the ceremony is not a legal record. Approximately eight (8) weeks after the ceremony you may apply to the Office of the Registrar General to obtain an official Certificate of Marriage. The appropriate form is included with the Marriage Licence.**



Civil Marriage Ceremony Booking Agreement

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Applicant's Name: _____

Co-Applicant's Name: _____

Date of Ceremony (mm/dd/yr): _____ Time of Ceremony: _____ p.m.

Contact Telephone No.: _____ Email: _____

1. Candles, Confetti or Rice are not allowed in or on City property.
2. The Applicants for the Civil Marriage Ceremony, do hereby consent to defend and indemnify The Corporation of the City of Quinte West for any loss or damages incurred by their invitees. The Applicants agree that the Corporation of the City of Quinte West 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.
3. 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.
4. The Municipal Council Chambers may only be used for civil marriage ceremonies conducted by the Municipal Clerk or designate(s).
5. All exits must be kept free from obstruction in case of fire.
6. The Council Chambers is available for a maximum of one (1) hour only, minimal decorating is permitted.
7. Changes to date and/or time are allowed at no additional charge, provided that the Council Chambers, and the Officiate are available. Requests to change the date and/or time must be received a minimum of forty-eight (48) hours prior to the originally scheduled date and time.
8. Changes to date and/or time are permitted at no additional charge, provided the location and Officiate are available. An administration fee of \$75.00 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.

9. A booking is not confirmed until this Agreement is completed and returned to the Corporate Services Department with full payment of \$450.00 (H.S.T. incl.) for the Council Chambers. Acceptable payment options are certified cheque, cash, or debit. Credit cards are not accepted for payment of this service.

10. The City reserves the right to postpone, reschedule or cancel any civil ceremony due to severe weather conditions or for an emergency situation within the City of Quinte West. Where postponement or rescheduling cannot be mutually coordinated, the applicant will receive a full refund.

Signature of Applicant

Date

Personal information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used for the purpose of providing the civil marriage solemnization services. Questions with respect to the collection of personal information should be addressed to the Freedom of Information and Privacy Coordinator, City of Quinte West, P.O. Box 490, Trenton, Ontario K8V 5R6 (613) 392-2841.

Office Use Only – Marriage Ceremony Confirmation
Name of Officiate:
Signature of Clerk’s Office Representative:
Date:
Receipt #



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Civil Marriage Ceremony Booking Agreement

(to be completed by the Applicants prior to the booking appointment)

Applicant Information:

Name of Applicant(s): _____ (Applicant)
(Last, First, Middle)

Address _____

Phone _____ Email _____

(Co-Applicant)

Address _____

Phone _____ Email _____

Marriage Licence No.: _____

Date Issued: (mm/dd/year) _____

I.D. Information: _____ (Applicant)

I.D. Information: _____ (Co-Applicant)
(I.e. Driver's Licence Number)

Occupation: _____ (Applicant)

Occupation: _____ (Co-Applicant)

Ceremony Information:

Ceremony Date (mm/dd/yy): _____

Time: _____

Witnesses (2 required)

Applicant's

Witness: Name _____
Address _____
Phone _____

Co-Applicant's

Witness: Name _____
Address _____
Phone _____

Ceremony/Vows:

Options: Option #1: Simple Yes No
Option #2: Basic Yes No
Option #3: (with Personal Vows) Yes No

(Please provide written copy of vows for Option 3 when booked)

Will anyone be giving an Applicant away? Yes No
If so, Name and Relationship _____

Will rings be exchanged during the Ceremony? Yes No
How Many? One Two

Will there be a flower girl? Yes No
Name and age: _____

Will there be a ring bearer? Yes No
Name and age: _____

Is an interpreter required? Yes No
Name _____
Address _____
Phone _____

Will there be a Photographer? Yes No

Will there be a Videographer? Yes No

Use of microphone system required? Yes No

Will there be decorations? Yes No

Type of decorations: _____

Anticipated Number of Guests: _____ (Maximum 10 guests, not including wedding party)

Are there any other additions to the Ceremony? Yes No

If yes, please identify (attach typewritten copy) _____

Fees:

Council Chambers = \$450.00 (HST incl.)

Payable by certified cheque, cash or debit. Receipt # _____

Signatures:

Applicant: _____

Co-Applicant: _____

Date: _____

Personal information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used for the purpose of providing the civil marriage solemnization services. Questions with respect to the collection of personal information should be addressed to the Freedom of Information and Privacy Coordinator, City of Quinte West, P.O. Box 490, Trenton, Ontario K8V 5R6 (613) 392-2841.

Option #1 - Simple Marriage Ceremony

Solemnizer:

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this woman / these two people), under the authority given and provided by the Government of the Province of Ontario.

Marriage is not to be entered upon thoughtlessly or irresponsibly, but with a due and serious understanding and appreciation of the ends for which it is contracted.

Therefore, if there is anyone present who can show just cause why these two persons may not be lawfully joined together in matrimony, they should now declare it, or hereafter remain silent.

Repeat (Person #1)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

Repeat (Person #2)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

Repeat (Person #1)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/ spouse/partner).

Repeat (Person #2)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/ spouse/partner).

Solemnizer:

I, _____ by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife / married as partners in life). *(you may kiss)*

May you enjoy length of days, fulfillment of hopes, and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

(After signing the Register, Solemnizer announces) May I introduce to you the married couple.

Option #2 - Basic Marriage Ceremony

Solemnizer:

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this woman / these two people), under the authority given and provided by the Government of the Province of Ontario.

Marriage is not to be entered upon thoughtlessly or irresponsibly, but with a due and serious understanding and appreciation of the ends for which it is contracted.

Therefore, if there is anyone present who can show just cause why these two persons may not be lawfully joined together in matrimony, they should now declare it, or hereafter remain silent.

Repeat (Person #1)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

Repeat (Person #2)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

Repeat (Person #1)

I call upon these persons here present to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

Repeat (Person #2)

I call upon these persons here present to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

Rings:

(Make provision for ring bearer)

Solemnizer to Person #1

Please place the ring on the third finger of _____'s left hand saying after me: "This ring I give in token of the covenant made this day between us".

Solemnizer to Person #2

Please place the ring on the third finger of _____'s left hand saying after me: "This ring I give in token of the covenant made this day between us".

Solemnizer:

I, _____ by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife / married as partners in life). (*you may kiss*)

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

(After signing the Register, Solemnizer announces) May I introduce to you the married couple.

Option #3 - Marriage Ceremony (with personal vows)

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this woman / these two people), under the authority given and provided by the Government of the Province of Ontario.

Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

Therefore, if there is anyone present who can show just cause why these two persons may not be lawfully joined together in matrimony they should now declare it or hereafter remain silent.

Personal Vows: Person #1

Personal Vows: Person #2

Repeat (Person #1)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

Repeat (Person #2)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

Repeat (Person #1)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

Repeat (Person #2)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

Rings:

(Make provision for ring bearer)

Solemnizer to Person #1

Please place the ring on the third finger of _____'s left hand, saying after me: "This ring I give in token of the covenant made this day between us".

Solemnizer to Person #2

Please place the ring on the third finger of _____'s left hand, saying after me: "This ring I give in token of the covenant made this day between us".

Solemnizer:

I, _____ by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife / married as partners in life). *(You may kiss)*

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

(After signing the Register, Solemnizer announces) May I introduce you to the married couple.