

1. Scheduling of a civil marriage ceremony should be made with the Clerk/Designate at least four (4) weeks prior to the intended ceremony date. All efforts will be made to accommodate your desired ceremony date.
2. A standard civil marriage ceremony that incorporates all mandatory declarations under the *Marriage Act* will be used at all civil marriage ceremonies, with various options being made available through the Clerk.
3. Civil marriage ceremonies shall be secular in nature, and no reference should be made to God or a Supreme Being, nor should the ceremony contain religious connotations.
4. Personal vows, readings and/or music may be permitted in addition to the mandatory declarations, subject to the approval of the Clerk.
5. The Clerk/Designate has the authority to refuse to solemnize the civil marriage of any person(s) if they have reasonable grounds to believe the person(s) lack the capacity to marry by reason of being mentally ill or under the influence of intoxicating liquor or drugs.
6. The parties must supply an interpreter in the event that they do not speak English, and require language assistance if the Clerk/Designate deems it necessary. The interpreter cannot be one of the witnesses.
7. Interpreters will be required to sign a form.
8. To complete a service, an Officiant, two (2) applicants (the couple) and two (2) witnesses must be present. Official witnesses must be 14 years of age or older.
9. Municipal staff may act as witnesses, subject to the approved fee schedule.
10. The Town of Pelham does not provide services for a Reaffirmation of Vows at this time.
11. Civil marriage ceremonies may be conducted during regular office hours (Monday to Friday, 8:30am to 4:00pm) or after hours/ off-site at the

discretion of the applicant(s), and will be subject to the availability of the Officiant/ venue.

12. Unless otherwise requested, the municipal facility chosen for the civil ceremony will only be made available for a maximum of one (1) hour per ceremony. Rental fees will apply.
13. The use of confetti, rice, bubbles, candles, incense, etc. inside the municipal facility or on municipal property is prohibited and any breach of this provision shall result in the imposition of a cleaning fee.
14. Celebrants are encouraged to arrive at least fifteen (15) minutes prior to the ceremony and may place floral arrangements and/or other decorations in the municipal facility during this allotted time under the approval of the Clerk. Decorations shall be removed immediately following the conclusion of the ceremony.
15. Music appropriate to the dignity of the occasion will be permitted and must be identified to the Clerk/Designate upon booking. Celebrants are responsible to provide the equipment.
16. Smoking is prohibited in municipal facilities and on municipal property.
17. No alcoholic beverages are to be served prior to or during the civil marriage ceremony.
18. If the Officiant believes that alcohol or other stimulants have been used, the ceremony will not proceed.
19. Photographs, void of a flash, are permitted during the formal ceremony, subject to the discretion of the Officiant.
20. Town-owned grounds may be used for photographs if the ceremony is held in a municipal facility.
21. Cell phones must be turned off or silenced prior to commencement of the ceremony.
22. Personal attire should be appropriate for the occasion in order to maintain the dignity of the ceremony, although formal wedding attire is not required.

23. If the ceremony is conducted in a facility not owned by the Town of Pelham, it shall be the sole responsibility of the celebrants/participants to make the appropriate arrangements and pay for the use of the facility.
24. Ceremonies outside of the Town of Pelham municipal boundaries may be subject to additional fees to cover the expenses of the Officiant as outlined in the applicable By-law.
25. All costs associated with the use of a municipal facility are the responsibility of the applicants, including set up and disassembly if applicable.
26. Civil Marriage Ceremony fees are detailed in the Town of Pelham Fees and Charges By-law.
27. Fees shall be paid in the form of cash, certified cheque or debit.
28. A civil ceremony booking shall not be confirmed until the booking agreement has been returned and payment has been received in full.
29. Celebrants for a civil marriage ceremony will consent to defend and indemnify the Town of Pelham for any loss or damage incurred by their invitees.
30. Celebrants shall agree that the Town of Pelham will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending the civil ceremony.
31. The Celebrants shall be responsible for the conduct and supervision of all ceremony attendees and shall ensure that all regulations pertaining to the event are followed.
32. All civil ceremonies performed by Officiants of the Town of Pelham will be tracked by the Clerks Department once an application has been submitted.
33. Any marriage ceremony performed by a Town of Pelham Officiant (Clerk or Designate) without the knowledge of the Clerk will be grounds for removal of the delegated authority.