
Civil Marriage Solemnization Ceremony Applicant Checklist

- Review Civil Marriage Ceremony Guidelines
- Contact Town Clerk to schedule a pre-ceremony meeting with the officiant (approx. 2 weeks before ceremony)
- Obtain a valid marriage licence in Ontario. For information, contact the Clerk's office or visit www.pelham.ca/marriage
- Complete the Pre-Ceremony Information Questionnaire for review with the officiant
- Complete the Booking Agreement form for a Town of Pelham civil marriage service
- Pay all required fees in accordance with this package
- Choose a Ceremony Option (pre-fixed or a la carte)
- Determine a location for the ceremony
- Make arrangements for two witnesses
- If required, please make arrangements for an interpreter for the ceremony
- Arrange for any music, videographer, photographer and decorations

Clerks Department Contact Information

Nancy Bozzato, Town Clerk
(905) 892-2607 ext. 315

Sarah Leach, Administrative Assistant
(905) 892-2607 ext. 322

From the Clerk's Department

