

Civil Marriage Services Booking Agreement

Applicant and Co-Applicant Information

Applicant's Name:	Co-Applicant's Name:
Date of Ceremony (mm/dd/yyyy):	Time of Ceremony:
Best way(s) to contact you in case of emergency or last-minute need:	
Cell/Text Phone:	
E-mail:	
Address:	

1. Date Marriage Licence Issued: _____ (valid for three months from date of issue)

2. Is the Town Council Chambers being used? Yes ____ or No ____

3. If not using Council Chambers, please identify exact location/address of wedding.

4. Fee: Council Chambers Yes No Fee: \$200.00
 Off-Site Yes No Fee: \$300.00
 Rehearsal Yes No Fee: \$75.00
 \$ _____ (+ HST)
 Travel: \$ _____
 Witnesses: \$ _____ \$25.00 per employee (+ HST)
 Marriage Licence \$ _____
 Total HST: \$ _____
 Total: \$ _____ (includes HST)

The applicants acknowledge that they have read the Town of Pelham Civil Marriage Guidelines as attached hereto and shall adhere to the requirements established with respect to the provision of civil marriage services by the Town of Pelham. The applicants also acknowledge that the information provided on the Pre-Ceremony Information Questionnaire is accurate to the best of their knowledge.

Signature of Applicant

Date

Signature of Co-Applicant

Date

For Office Use:

Name of Officiant:		
Ceremony Date:		
Marriage Licence Number:		
Amount Paid:	Officiant Fee: Y N	Date Paid:
Signature of Clerk's Office Representative:		
Date:		

From the Clerk's Department

