

Civil Marriage Ceremony Guidelines

1. Scheduling of a civil marriage should be made with the Clerk/Designate at least four (4) weeks prior to the intended 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. Celebrants will be made aware of local Clergy in the community who may perform a religious ceremony
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 who he/she knows or has reasonable grounds to believe lacks 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, appended hereto
8. To complete a service, an Officiant, two (2) applicants (the couple) and two (2) witnesses **must** be present
9. Municipal staff may act as witnesses, subject to the approved fee schedule
10. Witnesses for the purpose of signing the Registry of Marriage, must be 14 years of age or older
11. The Town of Pelham does not provide services for a Reaffirmation of Vows at this time.

Location and Venue Permissions

1. Marriage Ceremonies are conducted in the Council Chamber, which is located on the 1st floor of the municipal office located at 20 Pelham Town Square, Fonthill. Ceremonies may be conducted during regular office hours (Monday to Friday, 8:30am to 4:00pm) and will be subject to the availability of the Council Chamber.
2. Preference is given to ceremonies conducted during business hour in the Council Chamber; however officiants may conduct ceremonies at different locations, and/or outside of regular business hours at their discretion.
3. The Council Chamber will only be made available for a maximum of one (1) hour per ceremony.
4. Due to space limitations, a maximum of 30 guests may be permitted for ceremonies held in the Council Chamber.
5. The use of confetti, rice, bubbles, candles, incense, etc. inside the Municipal Building or on Municipal property is prohibited and any breach of this provision shall result in the imposition of a cleaning fee
6. Celebrants will be required to arrive at least 15 minutes prior to the ceremony and may place floral arrangements and/or other decorations in the Council Chamber during this allotted time under the approval of the Clerk. Decorations shall be removed immediately following the conclusion of the ceremony.
7. Music appropriate to the dignity of the occasion will be permitted during times to be determined during the pre-ceremony meeting and celebrants are responsible to provide the equipment
8. Smoking is prohibited in municipal buildings and on municipal property
9. No alcoholic beverages are to be served prior to or during the civil marriage solemnization ceremony
- 10. If the Officiant believes that alcohol or other stimulants have been used, the ceremony will not proceed**
11. Photographs will not be permitted during the formal ceremony, subject to the discretion of the Marriage Officiant, however opportunity will be provided for

photographs during the signing of the register and when the ceremony is complete

12. Town-owned grounds may be used for photographs if the ceremony is held in a municipal facility, including the Council Chamber
13. Cell phones must be turned off or silenced prior to commencement of the ceremony and remain off until all documents are fully signed and witnessed;
14. Personal attire should be appropriate for the occasion in order to maintain the dignity of the ceremony, although formal wedding attire is not required
15. 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
16. 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.

Fees and Indemnification

1. All costs associated with the use of a municipal facility are the responsibility of the marriage couple, including set up and disassembly if applicable;
2. The fee for a Marriage Licence is \$125 in accordance with By-law 3577(2015)
3. Civil Marriage Ceremony fees are detailed in the Town of Pelham By-law to authorize marriage solemnization and to set the fees (See Schedule 'A')
4. Fees shall be paid in the form of cash, certified cheque or debit a minimum of five (5) business days prior to the ceremony date;
5. A civil ceremony booking shall not be confirmed until payment has been received in full;
6. 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;

7. 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 Council Chamber on the invitation of the celebrants;
8. The Celebrants shall be responsible for the conduct and supervision of all persons admitted to the Council Chamber and shall ensure that all regulations pertaining to the event are followed.
9. All marriage ceremonies performed by Marriage Officiants of the Town of Pelham will be tracked by the Clerks Department once an application has been submitted;
10. Any marriage ceremony performed by a Pelham Officiant (Clerk or Designate) without the knowledge of the Clerk will be grounds for removal of the delegated authority;