

## Civil Marriage Services Pre-Ceremony Information Questionnaire

	<b>Applicant</b>	<b>Co-Applicant</b>
Last Name:	_____	_____
First Name:	_____	_____
Occupation:	_____	_____
Address:	_____	_____
	_____	_____
Phone:	_____	_____
Cell Phone:	_____	_____
Witness #1	_____	Witness #2 _____
Witness #1 Address:	_____	
	_____	
	_____	

Marriage Licence Number: \_\_\_\_\_ Date Issue: \_\_\_\_\_  
*Note: Licence valid for three months from date of Issue*

Interpreter Required? Y / N    Interpreter Contact information: \_\_\_\_\_

Proposed Date of Marriage: \_\_\_\_\_ Proposed Time: \_\_\_\_\_

Proposed Location: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Have you previously had a destination or symbolic ceremony? Y / N

**Pre-Fixed Ceremonies:**

Ceremony # 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

**A La Carte Ceremony Details:**

Introduction #: \_\_\_\_\_ Reading (optional) #: \_\_\_\_\_

Vows (required) # \_\_\_\_\_ Exchange of Rings (optional) # \_\_\_\_\_

Officiant Blessing (optional) # \_\_\_\_\_ Statement of Intent (optional) # \_\_\_\_\_

Exchange of embrace: Y / N                  Photographer: Y / N                  Videographer: Y / N

Will there be decorations or music? \_\_\_\_\_

*(Note: nothing can be affixed to any wall surface)*

Additional Comments or Requests: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For Office Use - Policy Review:**

- Appropriate dress required
- No alcohol permitted on Town property
- No consumption of alcohol prior to or during the ceremony for the couple and witnesses
- No music or flowers will be provided
- No religious connotation
- No confetti, rice, candles or incense allowed in or outside of Council Chambers

From the Clerk's Department

