



## CIVIL MARRIAGE CEREMONIES

### **Congratulations on Your Upcoming Nuptials!**

A Civil Marriage Ceremony is a great alternative to a traditional ceremony, and King Township is pleased to be able to offer this service.

Civil Marriage Ceremonies are conducted in the Council Chamber at the King Township Municipal Office located at 2075 King Road, King City. Ceremonies are performed on alternate Fridays, between the hours of 12:00 pm to 3:00 pm.

To arrange a date for your civil ceremony please contact the Clerks Department at least fifteen days prior to your preferred date. Civil ceremonies at the municipal office are quickly growing in popularity, so please contact us as soon as possible.

### **Pre-consultation Meeting**

Once your date is booked, you and your partner are required to attend a 30 minute pre-consultation meeting with your Officiant. Please come prepared for the following at the pre-consultation meeting:

- Presentation of your valid Ontario marriage licence (issued within 3 months of the ceremony date)
- Presentation of valid photo identification for both parties
- Civil ceremony fee must be paid in full
- A tour of the ceremony location within Township Municipal Office will be provided
- Music selection (if any), will be discussed
- Vow selection will be discussed. If specific vows are to be included, please provide a written copy, subject to approval by your Officiate. Please note that a civil ceremony cannot contain any religious readings for connotations of any kind.

Changes to the ceremony date and/or time are allowed at no additional charge provided that the location and Officiant are available. An administration fee of \$50.00 will be charged if the ceremony is cancelled less than 48 hours prior to the scheduled date. No refund will be issued if the ceremony is cancelled on the day of the ceremony, or if the applicant(s) do not show up for the ceremony.

### **Civil Marriage Ceremonies**

The ceremony will take approximately 20 minutes. Plan to arrive at least 10 minutes prior to the ceremony to allow time to review final details.

A maximum of 50 guests (not including the bride, groom and designated witnesses) can be accommodated.

Unfortunately no confetti, rice, bubbles, candles etc. are allowed in or on the grounds of the municipal offices. Decorations are permitted (e.g. flowers, balloons). They may be placed 10 minutes prior to the ceremony and removed within 10 minutes of the conclusion of the ceremony.

Alcohol or stimulants are not to be used by the celebrants or their witnesses prior to or during the ceremony. If the Officiate believes that alcohol or other stimulants have been used, the ceremony will not proceed.

The taking of photographs will not be permitted during the ceremony. An opportunity will be provided for photos before the ceremony begins, during the signing of the register and when the ceremony is completed.

Please respect the sanctity of the ceremony and turn off all cell phones until the conclusion of the ceremony.

Two witnesses to each civil ceremony are required . There is no minimum age requirement, however, it is suggested witnesses should be at least 16 years of age and should be able to understand and appreciate the nature of the ceremony and be able to give evidence of such at a later date, if required.

A Record of Solemnization of Marriage will be given to you at the conclusion of the ceremony. It is not a legal record. Approximately 8 weeks after the ceremony, you may apply to the Office of the Registrar General to obtain an official Certificate of Marriage. The appropriate form is included with the Marriage Licence or you may apply at [www.serviceontario.ca](http://www.serviceontario.ca) .

### **Interpreters Required?**

The ceremony will be conducted in English. If you do not understand or read English, you must provide your own interpreter and he/she must provide identification and complete an Oath of Interpreter form at the ceremony. The interpreter may not be one of the witnesses.

### **Accessibility**

The Municipal Offices, including the Council Chambers, are wheelchair accessible. Accessible parking is available at the main entrance.