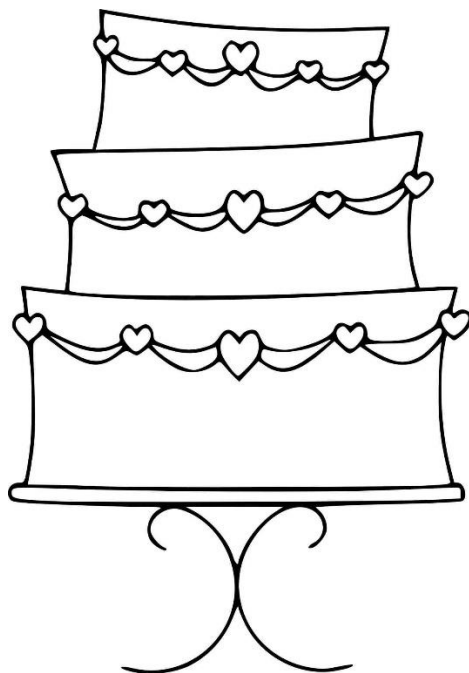


*City of Niagara Falls*  
*Civil Marriages*



## CIVIL MARRIAGE SOLEMNIZATION CEREMONY APPLICANT CHECKLIST

	Review Civil Marriage Ceremony Guidelines
	<p>Obtain a valid Marriage Licence in Ontario</p> <ul style="list-style-type: none"> <li>• If issued at a different municipality; you must bring photo identification and original licence</li> </ul>
	Complete the Booking Agreement Form for a City of Niagara Falls Civil Marriage Service
	Pay all required fees in accordance chosen with package
	Choose a ceremony option
	Make arrangement for 2 witnesses
	<p>If required, make arrangements for an interpreter for the ceremony</p> <ul style="list-style-type: none"> <li>• If required, an interpreter cannot be one of the two witnesses</li> </ul>
	If necessary, arrange for any music, videographer and/or photographer

### CLERKS DEPARTMENT CONTACT INFORMATION

Clerks Department  
(905) 356-7521 ext. 0

## CIVIL MARRIAGE CEREMONY GUIDELINES

1. Scheduling of a civil marriage should be made with a member of the Clerks Department Staff to ensure availability.
2. A standard civil marriage ceremony that incorporates all mandatory declarations under the *Marriage Act* will be used at all civil marriage ceremonies, with options made available through the Clerk/Designate.
3. Civil marriage ceremonies shall be secular, 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/Designate.
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 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 an affidavit, provided by the Clerks Department.
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 and upon availability.
10. Witnesses for the purpose of signing the registry of Marriage, must be 16 years of age or older.
11. The City of Niagara Falls does not provide services for a Reaffirmation of Vows at this time.
12. The City of Niagara Falls does not provide a venue or refreshments after the Marriage Ceremony.

### Location and Venue Permissions

1. Marriage Ceremonies are conducted in the Council Chambers, which is located on the 2<sup>nd</sup> floor of City Hall located at 4310 Queen Street, Niagara Falls. Ceremonies may be conducted during business hours (Monday to Friday, 9:00am to 3:30pm) and will be subject to availability.
2. The Council Chambers will only be made available for a maximum of one (1) hour per ceremony.

3. Due to space limitations, a maximum of 30 guests may be permitted for ceremonies held in Council Chambers.
4. 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.
5. 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/Designate. Decorations shall be removed immediately following the conclusion of the ceremony.
6. Smoking is prohibited in municipal buildings and on municipal property.
7. If the Officiant believes that excessive amounts of alcohol or other substances have been consumed leading up to the ceremony, the ceremony may not proceed.
8. The taking of photographs or video during the ceremony will be at the discretion of the Marriage Officiant, however, the opportunity will be provided for photographs and video during the signing of the register and when the ceremony is complete.
9. City-owned grounds may be used for photographs if the ceremony is held in a municipal facility, including City Hall.
10. 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.
11. Personal attire should be appropriate for the occasion in order to maintain the dignity of the ceremony, although formal wedding attire is not required.

## **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. Please refer to the City's web page for the current fee for a Marriage License. A licence is to be paid by cash or Canadian debit card.
3. Civil Marriage Ceremony fees were first established in the City of Niagara Falls as per By-law 2019-134, or any amendment thereto, including any update as per the City's Schedule of Fees By-law. Current fees are subject to change and will be reflected on the City's webpage.
4. Fees shall be paid in the form of cash or debit prior to the ceremony. A link can be provided to allow for payment via credit card.
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 City of Niagara Falls for any loss or damage incurred by their invitees.

7. Celebrants shall agree that the City of Niagara Falls will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending the Municipal Civil Ceremony on the invitation of the Celebrants.
8. The Celebrants shall be responsible for the conduct and supervision of all persons admitted to the Municipal Civil Ceremony and shall ensure that all regulations pertaining to the event are followed.
9. All marriage ceremonies performed by Marriage Officiants of the City of Niagara Falls will be tracked by the Clerks Department once an application has been submitted.
10. Any marriage ceremony performed by a City of Niagara Falls Officiant (Clerk or Designate) without the knowledge of the Clerk will be grounds for removal of the delegated authority.

# CIVIL MARRIAGE SERVICES BOOKING AGREEMENT

## Applicant and Joint Applicant Information

Applicant Name:	Joint Applicant Name:
Date of Ceremony (mm/dd/yyyy):	Time of Ceremony:
Address: City: Country: Postal Code:	
<b>Contact Information</b> Phone Number: Email Address:	

1. Date Marriage Licence issued: \_\_\_\_\_ (valid for 3 months)
2. Is Chambers available? Yes or No
3. Fee:

Item	Amount	Office Use
Civil Marriage Ceremony Location: Chambers	\$350 (non-refundable deposit of \$175)	
Rehearsal	\$75	
Witnesses	\$25 per witness (non- refundable)	
Total HST	13%	
Total	Including HST	

The applicants acknowledge that they have read the City of Niagara Falls Civil Marriage Guidelines as attached hereto and shall adhere to the requirements established with respect to the provision of civil marriage services by the City of Niagara Falls. 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 Joint 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

## CIVIL MARRIAGE CEREMONY – OPTION #1

### Purpose

- We are gathered here today to witness the formal joining of \_\_\_\_\_ and \_\_\_\_\_ in legal matrimony according to the custom and law prevailing by the Government of the Province of Ontario.
- Marriage is not be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.
- Therefore, if there is anyone present who can show just cause why these two people may not be lawfully joined together in matrimony, they should declare it now or hereafter remain silent.

*Officiant to 1<sup>st</sup> person:*

Repeat after me please:

**I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_ may not be joined in matrimony to \_\_\_\_\_.**

*Officiant to 2<sup>nd</sup> person:*

Repeat after me please:

**I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_ may not be joined in matrimony to \_\_\_\_\_.**

Reading (Optional, chosen by Couple)

### Exchange of Vows

Would you please face each other, join hands and repeat after me:

*Officiant to 1<sup>st</sup> person:*

Please repeat after me.

**I call upon these persons here present to witness that I \_\_\_\_\_, do take you \_\_\_\_\_ to be my lawful wedded (wife/husband/spouse/partner).**

*Officiant to 2<sup>nd</sup> person:*

Please repeat after me.

**I call upon these persons here present to witness that I \_\_\_\_\_, do take you \_\_\_\_\_ to be my lawful wedded (husband/wife/spouse/partner).**

## **Exchange of Rings**

*Officiant to 1<sup>st</sup> person:*

This ring is a symbol of your marriage and a symbol of your love and life together.  
Please place this ring on \_\_\_\_\_'s left hand and repeat after me:

**I give you this ring as a symbol of my love and promise to be with you as long as I live.**

*Officiant to 2<sup>nd</sup> person:*

This ring is a symbol of your marriage and a symbol of your love and life together.  
Please place this ring on \_\_\_\_\_'s left hand and repeat after me:

**I give you this ring as a symbol of my love and promise to be with you as long as I live.**

## **Pronouncement**

\_\_\_\_\_ and \_\_\_\_\_ have pledged themselves to each other and have declared this symbolically by their vows and the exchange of rings.

I, \_\_\_\_\_, by virtue of the powers vested in me by the Marriage Act of Ontario do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be (husband and wife/partners in life/married).

You may celebrate your marriage with a kiss.

## **Signing of the Registrar**

At this time, the wedded parties and their witnesses will sign the Official Marriage Register.

## **Service Conclusion**

\_\_\_\_\_ and \_\_\_\_\_, I wish you a long life, happiness and prosperity. May the vows that you made to each other today sustain you forever.

Ladies and Gentlemen, may I introduce to you \_\_\_\_\_ (Mr. and Mrs. (shared last name) / first name, first name (shared last name) / the happy couple)



## CIVIL MARRIAGE CEREMONY - OPTION #2

### Purpose

On behalf of \_\_\_\_\_ and \_\_\_\_\_, welcome and thank you for being here on this special day. By your presence, you celebrate with them the love they have discovered in each other, and you support their decision to commit themselves to one another for the rest of their lives. Today we are here to celebrate love. We come together to witness and proclaim the joining together of these two persons in marriage.

Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

Therefore, if there is anyone present who can show just cause why these two persons may not be lawfully joined together in matrimony, they should now declare it or hereafter remain silent.

\_\_\_\_\_ and \_\_\_\_\_ you have made it known that you want to be joined in marriage and no one has shown any valid reason why you may not. If either of you know of any lawful impediment why you should not be married, you are now to declare it.

*Officiant to 1st person:*

Repeat after me please:

**“I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_ may not be joined in matrimony to \_\_\_\_\_.”**

*Officiant to 2nd person:*

Repeat after me please:

**“I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_ may not be joined in matrimony to \_\_\_\_\_.”**

Reading (*Optional, chosen by the couple*)

### Exchange of Vows

“Would you please face each other, join hands and repeat after me”

*Officiant to 1st person:*

**I call upon these persons here present to witness that I \_\_\_\_\_, do take you \_\_\_\_\_ to be my lawful wedded (husband/wife/spouse/partner). For better,**

**for worse, for richer, for poorer, in sickness and in health. To love and to cherish, so long as we both shall live.”**

*Officiant to 2<sup>nd</sup> person:*

I call upon these persons here present to witness that I \_\_\_\_\_, do take you \_\_\_\_\_ to be my lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health. To love and to cherish, so long as we both shall live.”

### **Exchange of Rings**

*Officiant to 1<sup>st</sup> person:*

This ring is a symbol of your marriage and a symbol of your love and life together. Please place this ring on \_\_\_\_\_'s left hand and repeat after me:

**I give you this ring as a token of my love and devotion to you. I pledge to you all that I am and all that I will ever be as your (husband/wife/spouse/partner). With this ring, I gladly marry you and join my life to yours.**

*Officiant to 2<sup>nd</sup> person:*

This is a symbol of your marriage and a symbol of your love and life together. Please place this ring on \_\_\_\_\_'s left hand and repeat after me:

**I give you this ring as a token of my love and devotion to you. I pledge to you all that I am and all that I will ever be as your (husband/wife/spouse/partner). With this ring, I gladly marry you and join my life to yours.**

As you wear these rings may you find them reminders of an endless love which may grow more meaningful with each passing day.

### **Pronouncement**

\_\_\_\_\_ and \_\_\_\_\_ have pledged themselves to each other and have declared this symbolically by their vows and the exchange of rings.

I, \_\_\_\_\_, by virtue of the powers vested in me by the Marriage Act of Ontario, do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be (husband and wife/partners in life/married).

You may celebrate your marriage with a kiss.

### **Signing of the Register**

At this time, the wedded parties and their witnesses will sign the Official Marriage Register.

### **Service Conclusion**

As you enter upon your marriage, let your relationship be one of truth and understanding between you both; respect the confidences of your partner in this marriage, and consider that as the world gives nothing freely, neither will your marriage yield you more than you give into it. May you enjoy length of days, fulfillment of hope and peace and contentment of mind as day by day you fulfill the terms of this commitment you have made with one another.

Ladies and Gentlemen, it is my honour to introduce you to:

\_\_\_\_\_ (Mr. and Mrs. (shared last name) / first name,  
first name (shared last name) / the happy couple)

## CIVIL MARRIAGE CEREMONY – OPTION #3

### Purpose

Welcome, family, friends and loved ones. We gather here today to celebrate the marriage of \_\_\_\_\_ and \_\_\_\_\_. You have come here to share in this formal commitment they make to one another, to offer your love and support to this union, and to allow \_\_\_\_\_ and \_\_\_\_\_ to start their married life together surrounded by the people dearest and most important to them.

Marriage is the faithful union between two people, the result of which is the growth of a family whose members support and enjoy each other in good times and in bad times. Marriage is not to be entered upon thoughtlessly or irresponsibly but rather with maturity and honesty.

Therefore, if there is anyone present who can show just cause why these two people may not be lawfully joined together in matrimony, they should speak now or hereafter remain silent.

*Officiant to 1<sup>st</sup> person:*

Repeat after me please:

**I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_ may not be joined in matrimony to \_\_\_\_\_.**

*Officiant to 2<sup>nd</sup> person:*

Repeat after me please:

**I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_ may not be joined in matrimony to \_\_\_\_\_.**

**Reading:** (Optional, chosen by the couple)

### Exchange of Vows

Would you please face each other, join hands and repeat after me

*Officiant to 1<sup>st</sup> person:*

Please repeat after me.

**I call upon these persons here present to witness that I \_\_\_\_\_, do take you \_\_\_\_\_ to be my lawful wedded (husband/wife/spouse/partner). To laugh with you in joy, to grieve with you in sorrow, to encourage you in doubt,**

**to grow with you in love, and to be faithful to you alone, as long as we both shall live.**

*Officiant to 2<sup>nd</sup> person:*

Please repeat after me.

**I call upon these persons here present to witness that I \_\_\_\_\_, do take you \_\_\_\_\_ to be my lawful wedded (husband/wife/spouse/partner). To laugh with you in joy, to grieve with you in sorrow, to encourage you in doubt, to grow with you in love, and to be faithful to you alone, as long as we both shall live.**

### **Exchange of Rings**

\_\_\_\_\_ and \_\_\_\_\_ you have decided to exchange rings with each other.

These rings are a symbol of your love and life together. Every time you look at them may you be reminded of the commitment that you have made to each other today.

\_\_\_\_\_ please place the ring on \_\_\_\_\_'s left hand and repeat after me:

**I give you this ring as a symbol of my love and lifelong faithfulness to you. With this ring I thee wed.**

\_\_\_\_\_ please place the ring on \_\_\_\_\_'s left hand and repeat after me:

**I give you this ring as a symbol of my love and lifelong faithfulness to you. With this ring I thee wed.**

### **Pronouncement**

\_\_\_\_\_ And \_\_\_\_\_ have pledged themselves to each other and have declared this symbolically by their vows and the exchange of rings.

I, \_\_\_\_\_, by virtue of the powers vested in me by the Marriage Act of Ontario do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be (husband and wife/partners in life/married).

You may celebrate your marriage with a kiss.

## **Signing of the Marriage License and Register**

At this time, the wedded parties and their witnesses will sign the Official Marriage Register.

## **Service Conclusion**

Today you have pledged yourselves to a lifetime of faithfulness and caring for one another. May this be a commitment made in love, kept in faith, lived in hope and eternally renewed. As you stand before us, it is our hope that you will go through life loving, trusting, and caring for one another, completely and forever.

Ladies and Gentlemen, it is my honour to introduce you to:

\_\_\_\_\_ (Mr. and Mrs. (shared last name) /first name, first name (shared last name)/the happy couple)