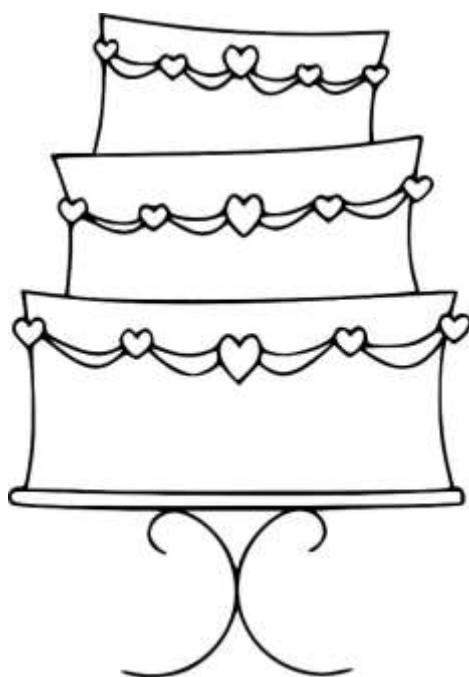


City of Niagara Falls *Civil Marriages*



CIVIL MARRIAGE SOLEMNIZATION CEREMONY APPLICANT CHECKLIST

	Review Civil Marriage Ceremony Guidelines
	Obtain a valid marriage licence in Ontario <ul style="list-style-type: none">• If issued at a different municipality; bring photo identification
	Complete the booking agreement form for a City of Niagara Falls Civil Marriage Service
	Pay all required fees in accordance to package
	Choose a ceremony option
	Make arrangement for 2 witnesses
	If required, make arrangements for an interpreter for the ceremony
	Arrange for any music, videographer, photographer and decorations

CLERKS DEPARTMENT CONTACT INFORMATION

Clerks Department

(905) 356-7521 ext. 4272, 4276, 4283

CIVIL MARRIAGE CEREMONY GUIDELINES

1. Scheduling of a civil marriage should be made with the Clerk/Designate 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 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/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 a form.
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.

Location and Venue Permissions

1. Marriage Ceremonies are conducted in the Council Chambers, which is located on the 2nd floor of the municipal office 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 the availability of the Council Chambers.
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. No alcoholic beverages are to be consumed prior to or during the civil marriage solemnization ceremony.
8. If the Officiant believes that alcohol or other stimulants have been used, the ceremony will not proceed.
9. 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.
10. City-owned grounds may be used for photographs if the ceremony is held in a municipal facility, including the Council Chambers.
11. 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.
12. 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. The fee for a Marriage License is \$125.
3. Civil Marriage Ceremony fees are detailed in the City of Niagara Falls By-law 2019-134 to authorize marriage solemnization and to set the fees (See Schedule A).
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:	
Contact Information 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	\$200	
Rehearsal	\$75	
Witnesses	\$25 per employee	
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 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 Couple)

Exchange of Vows

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

Officiant to 1st 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 2nd 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 1st 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 2nd 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 2nd 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 1st 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 2nd 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 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:

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

Officiant to 2nd 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)