



GUIDELINES AND RULES

TOWN OF AURORA CIVIL MARRIAGE SERVICES			
Applicant 1:		Contact Number:	
Applicant 2:		Contact Number:	
Ceremony Date:		Ceremony Time:	
Services:	Fee	Tax (HST)	TOTAL
<input type="checkbox"/> Ceremony Fee	\$434.07	\$56.43	\$490.50
<input type="checkbox"/> Change of Date Fee (within 7 days of ceremony)	\$27.21	\$3.54	\$30.75
<input type="checkbox"/> Witness Fee (per witness)	\$54.25 x _____	\$7.05 x _____ =	\$61.30 or \$122.60
G/L Account: 1-3-01301-1117		PAID: <input type="checkbox"/> YES <input type="checkbox"/> NO	

1. The Couple, as the renters of the Council Chambers (or any other Town Facility) for the Ceremony, do hereby consent to defend and indemnify The Corporation of the Town of Aurora (the "Town") for any loss or damage incurred by their invitees and guests. The Couple agrees that the Town will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending on the invitation of the Couple.
2. The Couple shall be responsible for the conduct and supervision of all persons admitted to the Council Chambers and shall see that all regulations pertaining to the event are strictly followed.
3. A maximum of 120 guests (including the bride, groom and designated witnesses) can be accommodated in the Council Chambers. The maximum number of guests for a Ceremony held in another Town Facility will be in accordance with occupancy permits for that Facility.
4. A Ceremony will take approximately 20 minutes. The Couple should arrive at least ten (10) minutes prior to the Ceremony time to allow time to review final details. The Marriage Officiant may, at his or her own discretion, cancel any Ceremony when the Couple arrives ten (10) or more minutes after the scheduled start of the Ceremony.
5. An administration fee, as established by Town By-law, will be charged for any change of date within seven (7) days (subject to availability) of a scheduled Ceremony.
6. An administration fee, as established by Town By-law, will be charged for any cancellation of a scheduled ceremony.

For more information on the "Civil Marriage Service" offered by the Town, please visit www.aurora.ca. If you have any further inquiries, please email marriage@aurora.ca. Please note that following the booking of the service, an Officiant will be in contact with you to schedule a preparation meeting prior to the marriage service.