



Civil Marriage Services Information Package



General Information & Guidelines

Congratulations on your upcoming wedding!

The Town of Aurora offers Civil Marriage Ceremonies for those couples wishing to have a non-religious ceremony.

GENERAL INFORMATION

Ceremony Dates & Times Two Civil Marriage Ceremonies will be held on available Fridays from 1p.m. to 4 p.m. A complete list of available dates will be posted on the Town's website

Booking Ceremonies Ceremonies must be booked in person at least two (2) weeks in advance. It is recommended that you book your Ceremony as far in advance as possible

Ceremony Location: Ceremonies will normally be held in the Council Chambers at Town Hall. Other appropriate locations at Town Hall may be used for certain Ceremony days if the Council Chambers is not available

Fees:	CEREMONY FEE (includes room at Town Hall):	\$500	(\$442.48 + \$57.52 HST)
	CHANGE OF DATE FEE (within 7 days of scheduled ceremony and subject to availability):	\$33.00	(\$29.20 + \$3.80 HST)
	CANCELLATION FEE (prior to consultation meeting):	\$63.00	(\$55.75 + \$7.25 HST)
	CANCELLATION FEE (after consultation meeting):	\$187	(\$161.06 + \$20.94 HST)
	Fees must be paid at time of reservation and can be paid by cash, debit, Visa/Mastercard or by money order/certified cheque		

Marriage Licenses: Couples require a valid Ontario Marriage License which can be purchased from the Town. Marriage Licenses are valid for a period of three months after the issue date and must be given to the Officiant during the consultation meeting

**Mandatory
Ceremony
Consultation:**

Both Applicants are required to attend a mandatory ceremony consultation meeting with the Marriage Officiant. Consultation meetings will be scheduled during regular business hours usually two (2) weeks prior to the Ceremony date

Both Applicants must bring the following to the consultation meeting:

1. A valid Ontario Marriage License;
2. Photo identification (e.g., Driver's License, current Passport)
3. A completed Civil Marriage Ceremony Questionnaire

Witnesses:

Two (2) witnesses are required to be present during the Ceremony. Although there is no minimum age for a witness, it is suggested that they should be at least 14 years of age (16 years old preferred) and should be able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required

If you cannot provide witnesses, Town Staff may be able to fulfil this role (subject to availability). The fee for this service is **\$62.00** per witness.

Interpreters:

If you do not understand or read English, you must provide your own interpreter and he/she must provide identification. The interpreter should not be one of the witnesses

**Ceremony
Scripts &
Music:**

The Couple may review and choose from four Ceremony scripts. The Couple may personalize parts of the script, including the addition of their own personal vows. Changes to the Ceremony scripts, including the addition of personal vows, must be approved by the Marriage Officiant during the consultation meeting. Written copies of proposed changes should be brought to the consultation meeting

Music deemed by the Marriage Officiant to be appropriate to the occasion will be allowed. The Applicants must supply a music player for their recorded music

Guidelines and Rules

Applicants (the “Couple”) must agree to abide by these guidelines and rules as a condition of the Town agreeing to provide the Couple with Civil Marriage Ceremony services (“Ceremony”)

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. The use of candles, confetti, rice, flower petals, incense, bubbles, and anything else which Town Staff may determine from time to time is prohibited in or on the Town Hall property (100 John West Way)
4. The Couple is permitted to bring minimal decorations for their Ceremony (e.g., flowers, balloons). They may be placed 10 minutes prior to the start of the Ceremony and removed within 10 minutes of the conclusion of the Ceremony. The Couple shall be responsible for any damage to any Town property caused by the placement of their decoration
5. No consumption of alcohol or other stimulants by the Couple and/or witnesses is permitted prior to or during the Ceremony. The Marriage Officiant will cancel the Ceremony without a refund if this rule is violated
6. Music deemed by the Marriage Officiant to be appropriate to the occasion will be allowed. The Couple must supply a music player for their recorded music
7. Due to the civil nature of the service, the Ceremony shall not refer to any particular or identifiable religious connotations or traditions
8. In order to maintain the dignity of the Ceremony, clothing should be appropriate for the occasion
9. 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
10. 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

11. The taking of photographs during the Ceremony is permitted provided that it does not interfere with the Ceremony as determined by the Marriage Officiant
12. Cell phones must be turned off or put in silent mode prior to the commencement of the Ceremony
13. 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
14. An administration fee, as established by Town By-law, will be charged for any cancellation of a scheduled ceremony

Questionnaire

Couples getting married at the Town of Aurora are required to attend a consultation meeting with the Marriage Officiant before their wedding day. This meeting is a great opportunity for you to meet the Officiant and to go over your service. Please provide/complete as much of this questionnaire as possible prior to attending the consultation meeting (PLEASE PRINT). The Questionnaire is available on the Town's website in a fillable PDF form.

CEREMONY DATE & TIME

Date: _____ Time: _____

Location: _____ Number of guests: _____
(e.g., Council Chambers, off-site and address)

APPLICANTS

Both Applicants are required to attend the consultation meeting. Please bring photo identification with you.

APPLICANT #1

Full Name: _____

Phonetic pronunciation of Name: _____

Phone Number: _____ Photo I.D. Shown: Yes

APPLICANT #2

Full Name: _____

Phonetic pronunciation of Name: _____

Phone Number: _____ Photo I.D. Shown: Yes

MARRIAGE LICENCE

(To Be Completed by the Marriage Officiant at consultation meeting)

Couples must bring their valid Ontario Marriage Licence to the consultation meeting. You can obtain a Marriage Licence prior to the consultation meeting at the Town of Aurora customer service counter.

Licence #: _____ Date Issued: _____

Where was the Marriage Licence issued? _____

CEREMONY DETAILS

1. Ceremony Script Chosen: # _____
2. Will there be personalized vows? Yes No

(The Marriage Officiant must see the text of the personalized vows prior to the service to ensure that they are appropriate to the dignity of the occasion. Due to the civil nature of the service, the Ceremony shall not refer to any particular or identifiable religious connotations or traditions.)

3. Anyone giving away Applicant(s)? Yes No

If yes, Name(s): _____

4. Is an interpreter required: Yes No
5. Will there be a flower girl? Yes No
6. Will rings be exchanged? Yes No
7. Will there be a ring bearer? Yes No
8. Do you wish to exchange a kiss? Yes No
9. Will there be a photographer present at the Ceremony? Yes No
10. Will you be bringing a player and music? Yes No

11. How do you want to be introduced at the end of the Ceremony?

- Mr. & Mrs. _____
- The married couple
- Other (subject to approval): _____

Any additional comments/details:

WITNESSES

Every Civil Marriage Ceremony must be witnessed by two (2) persons who are at least 14 years of age or older (16 years old preferred). The witness information you provide will be used in the Marriage Register so please ensure its accuracy.

WITNESS FOR APPLICANT #1:

Full Name: _____

Home Address: _____

WITNESS FOR APPLICANT #2:

Full Name: _____

Home Address: _____

ACKNOWLEDGEMENT

I/we, the above named Applicants, acknowledge and agree as follows:

1. The Applicants, as the renters of the Council Chambers (or any other Town Facility) for the Civil Marriage 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 Applicants agree 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 Applicants
2. The Applicants 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. The use of candles, confetti, rice, flower petals, incense, bubbles, and anything else which Town Staff may determine from time to time is prohibited in or on the Town Hall property (100 John West Way)
4. The Applicants are permitted to bring minimal decorations for their Ceremony (e.g., flowers, balloons). They may be placed 10 minutes prior to the start of the Ceremony and removed within 10 minutes of the conclusion of the Ceremony. The Applicants shall be responsible for any damage caused to any Town property caused by the Applicants or their decoration
5. No consumption of alcohol or other stimulants by the Applicants and/or witnesses is permitted prior to or during the Ceremony. The Marriage Officiant will cancel the Ceremony without a refund if this rule is violated

6. Music deemed by the Marriage Officiant to be appropriate to the occasion will be allowed. The Applicants must supply a music player for their recorded music
7. Due to the civil nature of the service, the Ceremony shall not refer to any particular or identifiable religious connotations or traditions
8. In order to maintain the dignity of the Ceremony, clothing should be appropriate for the occasion
9. A maximum of 120 guests (including the bride, groom and designated witnesses) can be accommodated in the Council Chambers. The maximum number of guest for a Ceremony held in another Town Facility will be in accordance with occupancy permits for that Facility
10. A Ceremony will take approximately 20 minutes. Couples 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
11. The taking of photographs during the Ceremony is permitted provided that it does not interfere with the Ceremony as determined by the Marriage Officiant
12. Cell phones must be turned off or put in silent mode prior to the commencement of the Ceremony
13. An administration fee, as established by Town By-law, will be charged for any change of date (subject to availability) within seven (7) days of a scheduled Ceremony
14. An administration fee, as established by Town By-law, will be charged for any cancellation of a scheduled Ceremony

Applicant #1

Applicant #2

Signature

Signature

Date: _____

Date: _____

Personal Information Collection Notice

Information contained on this form is collected under the authority of Section 24 of the *Marriage Act*, R.S.O.1990, Chapter M3, and will be used for the purpose of administering and performing a Civil Marriage Ceremony. Questions regarding this collection should be directed to Access Aurora 100 John West Way, Box 1000, Aurora, Ontario L4G 6J1 or by calling 905-727-1375.

Ceremony Script #1

Note: Bold sections are mandatory

INTRODUCTION

We are gathered here today to witness the formal joining in the legal state of matrimony of _____ and _____, under the authority given and provided by the Government of the Province of Ontario. 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 a marriage based on love.

Marriage is a commitment. Its success does not depend on feelings, circumstances, or moods, but on two people who are loyal to each other, and the vows they took on their wedding day. Marriage acknowledges that while each of you is an amazing and unique individual, you are even better together. So I would ask that you always remember to cherish each other as special and unique individuals; respect each other's thoughts and ideas; and live each day that you may share it together.

_____ and _____ as the two of you walk the road of married life together, you will quickly come to realize that marriage is not a one-sided affair. The concept of what's mine is mine and what's yours is yours will no longer apply. There will need to be a sharing in all things...and that includes the sorrows as well as the good times. But that should be no cause for regret or concern, because the good times in marriage will always overshadow the sorrows, especially if you allow love to sustain you.

Both of you should understand that 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.

DECLARATIONS

Officiant to 1st person: Please repeat after me:

**“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: Please repeat after me:

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

VOWS

Would you please face each other and join your hands as you exchange your vows:

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). I will trust you and respect you, laugh with you
and cry with you, loving you faithfully through good times and bad. I give you my
hand, my heart and my love, from this day forward for 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
(wife/husband/spouse/partner). I will trust you and respect you, laugh with you
and cry with you, loving you faithfully through good times and bad. I give you my
hand, my heart and my love, from this day forward for as long as we both shall live.**

EXCHANGE OF RINGS

Wedding rings are an ancient symbol that two persons have committed themselves to each other, to the exclusion of all others. But they also hold a deeper meaning. The precious metal is a sign that the love shared between a couple is very valuable, and as a circle the ring tells us that love has no real beginning or end.

Officiant to 1st person: _____ place the ring on _____ finger,
hold it there, and repeat after me.

“Receive this ring as a symbol of my vows to you. Whenever you look at it, know that I love, honour and cherish you above all others.”

Officiant to 2nd person: _____ place the ring on _____ finger,
hold it there, and repeat after me.

“Receive this ring as a symbol of my vows to you. Whenever you look at it, know that I love, honour and cherish you above all others.”

PRONOUNCEMENT

_____ and _____ in as much as you have pledged yourself, one to the other, by the exchanging of vows and rings **I, [Name of Officiant], by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be married.** You may exchange a kiss as a token of your joy.

SIGNING OF THE REGISTER

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

SERVICE CONCLUSION

I wish you a long life, happiness, prosperity. May the vows you made to one another today sustain you forever.

It is my pleasure to introduce to you [Mr. and Mrs. _____; the married couple.]

Ceremony Script #2

Note: *Bold sections are mandatory*

INTRODUCTION

On behalf of _____ and _____, we welcome and thank you for being here on their 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 a marriage based on love.

This is an important and joyous occasion for _____ and _____ who will today make a commitment to each other, before witnesses, to pledge themselves, by mutual consent, to a union in friendship and life. 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.

DECLARATIONS

Officiant to 1st person: Please repeat after me:

“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: Please repeat after me:

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

VOWS

Would you please face each other and join your hands as you exchange your vows:

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). To laugh with you in joy; to grieve with you in sorrow; to grow with you in love; 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 (wife/husband/spouse/partner). To laugh with you in joy; to grieve with you in sorrow; to grow with you in love; to be faithful to you alone; as long as we both shall live.”

EXCHANGE OF RINGS

Wedding rings are an ancient symbol that two persons have committed themselves to each other. They will be a sign to you both of the vows you have exchanged; reminding you that your love valuable and no real beginning or end.

Officiant to 1st person: _____ place the ring on _____ finger, hold it there, and repeat after me.

“Receive this ring as a symbol of my vows to you. Whenever you look at it know that I love, honour and cherish you above all others.”

Officiant to 2nd person: _____ place the ring on _____ finger, hold it there, and repeat after me.

“Receive this ring as a symbol of my vows to you. Whenever you look at it know that I love, honour and cherish you above all others.”

PRONOUNCEMENT

_____ and _____ in as much as you have pledged yourself, one to the other, by the exchanging of vows and rings, I, *[Name of Officiant]* , **by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be married.** You may exchange a kiss as a token of your joy

SIGNING OF THE REGISTER

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

SERVICE CONCLUSION

I wish you a long life, happiness, prosperity. May the vows you made to one another today sustain you forever.

It is my pleasure to introduce to you [Mr. and Mrs. _____; the married couple.]

Ceremony Script #3

Note: Bold sections are mandatory

INTRODUCTION

This couple has come here today to be joined in marriage, which is the voluntary union of two persons to the exclusion of all others. If any person can show just cause why they may not be lawfully joined together, let them speak now or forever hold their peace.

_____ and _____ have invited us to share in this celebration as they affirm their love before us, pledge their commitment to one another and enter into the joys and privilege of marriage. Love is one of the highest experiences we human beings can have and it can add depth of meaning to our lives. The day-to-day companionship, the pleasure in doing things together – or in doing separate things but exchanging experiences – is a continuous and central part of what two people who love one another can share.

_____ 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 to now declare it.

DECLARATIONS

Officiant to 1st person: Please repeat after me:

“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: Please repeat after me:

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

VOWS

Would you please face each other and join your hands as you exchange your vows:

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
(wife/husband/spouse/partner).**

EXCHANGE OF RINGS

Wedding rings are an ancient symbol that two persons have committed themselves to each other. They will be a sign to you both of the vows you have exchanged; reminding you that your love valuable and no real beginning or end.

Officiant to 1st person: _____ place the ring on _____ finger, hold it there, and repeat after me.

“Receive this ring as a symbol of my vows to you. Whenever you look at it know that I love, honour and cherish you above all others.”

Officiant to 2nd person: _____ place the ring on _____ finger, hold it there, and repeat after me.

“Receive this ring as a symbol of my vows to you. Whenever you look at it know that I love, honour and cherish you above all others.”

PRONOUNCEMENT

_____ and _____ in as much as you have pledged yourself, one to the other, by the exchanging of vows and rings, I, *[Name of Officiant]* , **by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be married.**

You may exchange a kiss as a token of your joy.

SIGNING OF THE REGISTER

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

SERVICE CONCLUSION

As you enter upon your marriage, let your home be a haven of peace in the middle of a busy and businesslike world; let your relationship be one of complete 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 hopes and peace and contentment of mind as you day by day live and fulfill the terms of this covenant you have made with one another.

It is my pleasure to introduce to you [*Mr. and Mrs.*_____]; *the married couple.*]

Ceremony Script #4

Note: Bold sections are mandatory

INTRODUCTION

We are gathered together 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 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.

DECLARATIONS

Officiant to 1st person: Please repeat after me:

“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: Please repeat after me:

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

VOWS

Would you please face each other and join your hands as you exchange your vows:

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
(wife/husband/spouse/partner).**

EXCHANGE OF RINGS

This ring is a symbol of your marriage and a symbol of your love and life together.

Officiant to 1st person: _____ place the ring on _____ finger,
hold it there, and repeat after me.

“Receive this ring as a symbol of my vows to you. Whenever you look at it know that I
love, honour and cherish you above all others.”

Officiant to 2nd person: _____ place the ring on _____ finger,
hold it there, and repeat after me.

“Receive this ring as a symbol of my vows to you. Whenever you look at it know that I
love, honour and cherish you above all others.”

PRONOUNCEMENT

_____ and _____ in as much as you have pledged yourself, one to the other, by the exchanging of vows and rings, **I, [Name of Officiant] , by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be married.**

You may exchange a kiss as a token of your joy.

SIGNING OF THE REGISTER

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

SERVICE CONCLUSION

I wish you a long life, happiness, prosperity. May the vows you made to one another today sustain you forever.

It is my pleasure to introduce to you [*Mr. and Mrs.*_____; *the married couple.*]