

## **Guidelines for the Provision of Civil Marriage Ceremonies or Other Related Services**

1. Civil marriage ceremonies may be conducted by the Clerk or designate at City Hall, 26 Francis Street, Lindsay during regular business hours weekdays from 8:30 am to 4:30 pm (holidays excluded).
2. Arrangements for civil marriage ceremonies at locations other than City Hall in the Province of Ontario and/or outside regular business hours can be arranged with the Clerk or designate. Any other location, date and time, will be at the sole discretion and availability of the Officiant.
3. Fee: money order, debit or credit to be paid to the City of Kawartha Lakes a minimum of five (5) business days prior to the ceremony date. In addition, other deposits or fees may apply:
  - A \$50.00 non-refundable deposit is required at the time of scheduling for any ceremony.
  - No other gratuities required.
6. A request for a ceremony should be received at least ten (10) days prior to the date of the ceremony.
7. A pre-ceremony consultation meeting with both applicants is mandatory;
  - Both applicants must be in attendance and provide photo identification;
  - To be scheduled a minimum of five (5) business days prior to the ceremony unless changed at the discretion of the Clerk or designate;
  - Fees to be paid in full, estimated additional costs will be given at this meeting;
  - Ceremony information form to be completed;
  - Marriage Licence to be presented and left with the Officiant (date issued to be within three (3) months prior ceremony) if prepared by the City;
  - Standard vows are available or personalized vows to be provided the day of the pre-ceremony meeting.
8. Changes to date and/or time are allowed at no additional charge provided that the location and Officiant are available. No refund will be issued if the ceremony is cancelled less than forty-eight (48) hours prior to the ceremony, or the applicant(s) and witnesses do not appear for the ceremony.
9. Please plan to arrive at least 30 minutes prior to the ceremony to allow time to review final details.

11. Alcohol or stimulants are not to be used by the celebrants or their witnesses prior to the ceremony. If the Officiant believes that alcohol or other stimulants have been used, the ceremony may be cancelled at the discretion of the Officiant.
12. Music may be arranged by the applicant before and after the ceremony. When selecting the type of music consideration should be given to its appropriateness and contribution to the dignity of the occasion.
13. It is the applicant's responsibility to provide an interpreter if they do not speak English and/or require language assistance. The interpreter cannot be one of the witnesses. The interpreter will be required to sign a form that he/she has interpreted the wedding ceremony as per requirements.
14. Absolutely no candles, confetti, rice, bird seed etc. is allowed in City facilities or its property. Couples may be charged with the cost of cleanup should any be found.
15. Pictures and/or videos may be taken during the ceremony provided there is no disruption of the ceremony.
16. Additional rental fees apply to other municipal facilities. Bookings for these facilities will need to be made through the appropriate Department or organization. Arrangements at private facilities are the responsibility of the couple.
17. Ceremonies held at venues outside of the boundaries of the City of Kawartha Lakes by one (1) hour or 100 km drive and/or during inclement weather may be subject to an additional fee to cover accommodations of the Officiant.
18. If personal vows are to be made, they are to be reviewed by the Officiant at least five (5) days prior to the ceremony. It would be appreciated if a written copy of the personal vows is brought to the pre-ceremony meeting.
19. The Officiant is only responsible for performing the ceremony and therefore not responsible for other activities for the ceremony (i.e. photography, wedding planning, and organizing).