



GUIDELINES FOR THE PROVISION OF CIVIL MARRIAGE CEREMONIES

1. Ceremonies may be conducted at Caledon Town Hall located at 6311 Old Church Road, Caledon, Ontario, Monday to Friday, 9:00 am to 3:30 pm. (Fee of \$300.00).
2. A request for a civil ceremony is to be received at least seven days prior to the date of the ceremony.
 - Pre-ceremony consultation meeting (approximately 30 minutes) is required:
 - Both parties must be in attendance and provide photo identification
 - Application for a Civil Marriage Ceremony form will be completed
 - Tour of locations within Town Hall will be provided
 - Music selection (if any), will be discussed
 - If specific vows are to be included, please provide a written copy
 - Marriage Licence to be presented (date issued to be within 3 months of ceremony)
 - Fee to be paid in full
3. Changes to date and/or time are allowed at no additional charge provided that the location and Officiate are available. **An administration fee of \$50.00 will be charged if the ceremony is cancelled** prior to the scheduled date. No refund will be issued if the ceremony is cancelled on the day of the ceremony, or if the applicant(s) do not show up for the ceremony.
4. The ceremony will take approximately 20 minutes. Plan to arrive at least 10 minutes prior to the ceremony to allow time to review final details.
5. Alcohol or stimulants are not to be used by the celebrants or their witnesses prior to or during the ceremony. If the Officiate believes that alcohol or other stimulants have been used, the ceremony will not proceed.
6. In order to maintain the dignity of the ceremony, clothing should be appropriate for the occasion.
7. Music will be permitted before and after the ceremony (applicants to provide equipment). When selecting the type of music, consideration should be given to its appropriateness and contribution to the dignity of the occasion.
8. A maximum of 50 guests (not including the bride, groom and designated witnesses) can be accommodated.
9. The taking of photographs will not be permitted during the ceremony. An opportunity will be provided for photos before the ceremony begins, during the signing of the register and when the ceremony is completed.
10. Absolutely no confetti, rice, bubbles, candles etc. are allowed in or on the grounds of the municipal offices or property.
11. Cell phones must be turned off prior to the commencement of the ceremony and not permitted until all documents are signed.
12. Minimal decorations are permitted (e.g. flowers, balloons). They may be placed 10 minutes prior to the ceremony and removed within 10 minutes of the conclusion of the ceremony.
13. It is the applicants' responsibility to provide an interpreter if they do not speak English and/or require language assistance. The interpreter should not be one of the witnesses. The interpreter will be required to sign a form that he/she has interpreted the wedding ceremony.

NOTE:

1. There is no minimum age requirement for a witness, however, it is suggested they should be at least 16 years of age and should be able to understand and appreciate the nature of the ceremony and be able to give evidence of such at a later date, if required.
2. The Record of Solemnization of Marriage given at the ceremony is not a legal record. Approximately 8 weeks after the ceremony, you may apply to the Office of the Registrar General to obtain an official Certificate of Marriage. The appropriate form is included within the licence or you may apply at serviceontario.ca.