



Civil Marriage Ceremony Acknowledgement

Applicant Information			
	First Name	Last Name	Telephone
Applicant			
Joint Applicant			

Witness Information - Mandatory				
	First Name	Last Name	Address	Telephone
Witness 1				
Witness 2				

Ceremony Information		
Planned Date of Ceremony:	Preferred Location/Room/Space:	Preferred Time:
Ceremony Script Preference (please review script options prior to meeting with Officiant): Script 1 <input type="checkbox"/> Script 2 <input type="checkbox"/> Script 3 <input type="checkbox"/> Script 4 <input type="checkbox"/> Customized <input type="checkbox"/> Personalized Vows to be Included <input type="checkbox"/>		
Introduction or Reference (for use during the ceremony): husband/wife <input type="checkbox"/> spouse <input type="checkbox"/> partner <input type="checkbox"/>		
Number of Rings:	Number of Guests:	
Will there be a Processional:	Will there be music:	
Attire:	Who will say vows first:	
Preferred Married Title:		

The Applicant and Joint Applicant (celebrants) acknowledge:

1. The celebrants for the civil marriage ceremony do hereby consent to defend and indemnify the Corporation of the City of Kawartha Lakes (hereinafter referred to as the "City") for any loss or damages incurred by their invitees. The celebrants agree that the City will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending a Municipal Facility on the invitation of the celebrants.

2. The celebrants shall be responsible for the conduct and supervision of all persons admitted to the Municipal Facility and shall see that all regulations pertaining to the event are strictly followed.
3. The Municipal Facility may only be used for civil marriage ceremonies conducted by Municipal staff.
4. All exits must be kept free from obstruction in case of fire.
5. The Municipal Facility will be available for a maximum of one hour only. Minimal decorating, i.e. flowers, balloons, etc., is permitted, however, must be approved by the officiant in advance of the ceremony. Decorating is allowed 15 minutes prior to the ceremony and must be removed within 15 minutes following the conclusion of the ceremony. No affixed decorations, confetti, rice, bubbles, open flame, including candles or incense, are allowed in or on the grounds of the Municipal Facility.
6. A wedding booking is not confirmed until this acknowledgement has been completed and returned to the City Clerk's Office with full payment.
7. Alcohol or other intoxicating substances are not to be used by the celebrants or their witnesses prior to the ceremony. If the Officiant believes that if either of the celebrants are inebriated and lack the mental capacity to marry, the ceremony may be cancelled at the discretion of the Officiant. No alcohol or drugs are permitted on City property. (Marriage Act, 1990 - Section 7)
8. It is the celebrants 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 certificate that he/she has interpreted the wedding ceremony as required.
9. No religious connotation or demonstration of faith shall be demonstrated by the Officiant.
10. Music may be arranged by the celebrants for use 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.
11. The celebrants, and their invited guests, shall adhere to all parking rules and regulations when attending a Municipal Facility.

I/We acknowledge and agree to the terms outlined above.

Signature of Applicant

Date

Signature of Applicant

Date

Fee Paid:	Marriage Licence Number:	Interpreter Required:
-----------	--------------------------	-----------------------