



Civil Marriage Ceremony Acknowledgement

Applicant Information				
	First Name	Last Name	Telephone	Email
Applicant				
Joint Applicant				

Witness Information - Mandatory				
	First Name	Last Name	Address with Postal Code	Telephone
Witness 1				
Witness 2				

Ceremony Information				
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"/> Script Customizations? <input type="checkbox"/> Personalized Vows to be Included? <input type="checkbox"/>				
Spousal Reference for use during the ceremony: husband/wife <input type="checkbox"/> spouse <input type="checkbox"/> partner <input type="checkbox"/>				
Preferred Married Title (for pronouncement at end of ceremony):				
Number of Rings:	Number of Guests:			
Will there be a Processional:	Will there be music:			
Attire:	Who will say vows first:			
Photographer/Streaming:	Décor / Flowers:			

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. An alternate officiant may be substituted by your officiant if they become unavailable.
4. No religious connotation or demonstration of faith shall be demonstrated by the Officiant.
5. The Municipal Facility is available for a maximum of one hour only. Please be on time.
6. Minimal decorating is permitted (i.e. flowers, balloons, etc.), 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, rose petals, including candles or incense, are allowed in or on the grounds of the Municipal Facility.
7. All exits must be kept free from obstruction in case of fire.
8. 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 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)
9. The ceremony space is not a wedding reception space. No food or drink (i.e cake, champagne, refreshments, etc.) is permitted to be served in City Hall. If you would like to book a reception space, several City facilities are available through the facility booking team, or you may contact local area event spaces and/or restaurants.
10. Music at City Hall ceremonies 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. It is the celebrants responsibility to provide an interpreter if they do not speak English and/or require language assistance. The interpreter cannot be a witness. The interpreter will be required to sign a certificate that they have interpreted the wedding ceremony accurately.
12. The celebrants, and their invited guests, shall adhere to all parking rules and regulations when attending a Municipal Facility. Do not block nearby driveways for on-street parking.
13. The Officiant is responsible for preparing the script and officiating the ceremony and therefore not responsible for other activities for the ceremony (i.e. photography, wedding planning, décor setup, etc.).
14. A wedding ceremony booking is not confirmed until this acknowledgement has been completed, signed and returned to the City Clerk's Office with full payment.

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:
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