



Township of Hamilton

Civil Marriage Solemnization Checklist

Applicants

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Meeting and Ceremony Arrangements

General Information

- Pre-service Interview

Date: _____

Time: _____

Location: _____

- Site visit

- Ceremony (space to be booked/confirmed before finalizing date/time with couple)

Date: _____

Time: _____

Location: _____

- Confirmed

Ceremony Information

- Marriage License

Date of License: _____

- 2 Witnesses (16 years +)

Name: _____

Name: _____

Address: _____

Address: _____

- Photographer

- Yes

- No

Videographer

Yes

No

Wedding Party Number of People: _____

Guests Number of People: _____

Dress

Formal

Informal

Rings being exchanged

Yes

No

Someone "Giving Away" Spouse

Yes

No

Vows

Personal

Selected Details: _____

Flowers

Delivery Date: _____ Time: _____

Music

Details: _____

Wedding Day Arrangements

Statement of Marriage and Marriage Register completed/signed by all parties

Announcement of Married Couple to guests

Issuance of Marriage Certificate – plain envelope on hand

Forward Statements of Marriage and any other necessary documents, including Certificate of Interpreter where applicable, to the Office of the Registrar General

Comments:

Ceremony Service Guidelines

- Fee for service.....\$350.00 +H.S.T.
- Fee for use of Chambers.....\$100.00 +H.S.T.

****FEES (payable to the Township of Hamilton) are to be paid by cash or cheque at pre-service interview or prior****

Change of Date/Cancellation Policy

- Cancellation prior to pre-service interview:.....Full refund
- Cancellation after pre-service interview:.....\$100.00 withheld (if not being rescheduled)

****a FEE of \$100.00 may be imposed at the discretion of the officiate for date/time changes made within 24 hours of service****

Service Includes

- Pre-service interview (1 – 2 hours)
- Civil Marriage Ceremony (1 hour)

***NOTE:** The Township does not issue marriage licenses and the marriage license and any other relevant document are to be brought to the **PRE-SERVICE INTERVIEW**. Marriage must take place within three (3) months of the issuance of the marriage license.*

Marriage Service

- Pre-service interview or Service may not proceed under certain circumstances (see Civil Marriage Service/Chamber Rental Contract)
- Applicants are responsible for their own interpreter
- Ceremony may be held at any pre-approved location within the Township or Council Chambers on Friday afternoons at 12:00 p.m. (noon) or 1:30 p.m., subject to availability
- To complete the service an Officiate, two (2) applicants and two (2) witnesses must be present
- Township office grounds may be used for pictures if the ceremony is held in the Council Chambers
- No alcohol shall be served and persons being married should not be under the influence of any drug or alcohol
- No confetti, rice, bubbles, candles, incense, etc allowed inside the Township building or on the property

Acknowledgment

I, the undersigned, acknowledge that I have reviewed the above Civil Marriage Checklist with the Civil Marriage Officiate and understand and agree to the requirements and arrangements outlined above.

Signature

Date

Signature

Date

Signature - Civil Marriage Officiate

Date

Hamilton Township

8285 Majestic Hills Dr.
P.O. Box 1060
Cobourg, ON K9A 4W5

P: 905-342-2810
F: 905-342-2818
www.hamiltontownship.ca

OFFICE USE ONLY	
Amount Paid: \$ _____	Receipt No.: _____
Payment Type: <input type="checkbox"/> Cash	Chambers <input type="checkbox"/> Yes
<input type="checkbox"/> Cheque	Booked: <input type="checkbox"/> No
	<input type="radio"/> Date: _____
Initials: _____	