

Civil Marriage Services Questionnaire

Couples getting married at the Town of Gananoque are required to attend a consultation meeting with the Marriage Officiant before their wedding day. This meeting is a great opportunity for you to meet the Officiant and to go over your service. Please provide/complete as much of this questionnaire as possible prior to attending the consultation meeting (PLEASE PRINT). The Questionnaire is available on the Town's website in a fillable PDF form.

CEREMONY DATE & TIME

Date: _____ Time: _____

Location: _____ Number of guests: _____
(e.g., Council Chambers, off-site and address)

APPLICANTS

Both Applicants are required to attend the consultation meeting. Please bring photo identification with you.

APPLICANT #1

Full Name: _____

Phonetic pronunciation of Name: _____

Phone Number: _____ Photo I.D. Shown: Yes

APPLICANT #2

Full Name: _____

Phonetic pronunciation of Name: _____

Phone Number: _____ Photo I.D. Shown: Yes

MARRIAGE LICENCE

(To Be Completed by the Marriage Officiant at consultation meeting)

Couples must bring their valid Ontario Marriage Licence to the consultation meeting. You can obtain a Marriage Licence prior to the consultation meeting at the Town of Gananoque customer service counter.

Licence #: _____ Date Issued: _____

Where was the Marriage Licence issued? _____

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CEREMONY DETAILS

- 1. Ceremony Script Chosen: # _____
- 2. Will there be personalized vows? Yes No
(The Marriage Officiant must see the text of the personalized vows prior to the service to ensure that they are appropriate to the dignity of the occasion. Due to the civil nature of the service, the Ceremony shall not refer to any particular or identifiable religious connotations or traditions.)
- 3. Anyone giving away Applicant(s)? Yes No
If yes, Name(s): _____
- 4. Is an interpreter required? Yes No
- 5. Will there be a flower girl? Yes No
- 6. Will rings be exchanged? Yes No
- 7. Will there be a ring bearer? Yes No
- 8. Do you wish to exchange a kiss? Yes No
- 9. Will there be a photographer present at the Ceremony? Yes No
- 10. Will you be bringing a player and music? Yes No
- 11. How do you want to be introduced at the end of the Ceremony?
 - Mr. & Mrs. _____
 - The married couple
 - Other (subject to approval): _____

Any additional comments/details: _____

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WITNESSES

Every Civil Marriage Ceremony must be witnessed by two (2) persons who are at least 14 years of age or older (16 years old preferred). The witness information you provide will be used in the Marriage Register so please ensure its accuracy.

WITNESS FOR APPLICANT #1:

Full Name: _____

Home Address: _____

WITNESS FOR APPLICANT #2:

Full Name: _____

Home Address: _____

ACKNOWLEDGEMENT

I/we, the above named Applicants, acknowledge and agree as follows:

1. The Applicants, as the renters of the Council Chambers (or any other Town Facility) for the Civil Marriage Ceremony, do hereby consent to defend and indemnify The Corporation of the Town of Gananoque (the "Town") for any loss or damage incurred by their invitees and guests. The Applicants agree that the Town will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending on the invitation of the Applicants.
2. The Applicants shall be responsible for the conduct and supervision of all persons admitted to the Council Chambers and shall see that all regulations pertaining to the event are strictly followed.
3. The use of candles, confetti, rice, flower petals, incense, bubbles, and anything else which Town Staff may determine from time to time is prohibited in or on the Town Hall property.
4. The Applicants are permitted to bring minimal decorations for their Ceremony (e.g., flowers, balloons). They may be placed 10 minutes prior to the start of the Ceremony and removed within 10 minutes of the conclusion of the Ceremony. The Applicants shall be responsible for any damage caused to any Town property caused by the Applicants or their decoration.
5. No consumption of alcohol or other stimulants by the Applicants and/or

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witnesses is permitted prior to or during the Ceremony. The Marriage Officiant will cancel the Ceremony without a refund if this rule is violated.

6. Music deemed by the Marriage Officiant to be appropriate to the occasion will be allowed. The Applicants must supply a music player for their recorded music.
7. Due to the civil nature of the service, the Ceremony shall not refer to any particular or identifiable religious connotations or traditions.
8. In order to maintain the dignity of the Ceremony, clothing should be appropriate for the occasion.
9. A maximum of 50 guests (including the bride, groom and designated witnesses) can be accommodated in the Council Chambers. The maximum number of guest for a Ceremony held in another Town Facility will be in accordance with occupancy permits for that Facility.
10. A Ceremony will take approximately 20 minutes. Couples should arrive at least ten (10) minutes prior to the Ceremony time to allow time to review final details. The Marriage Officiant may, at his or her own discretion, cancel any Ceremony when the Couple arrives ten (10) or more minutes after the scheduled start of the Ceremony.
11. The taking of photographs during the Ceremony is permitted provided that it does not interfere with the Ceremony as determined by the Marriage Officiant.
12. Cell phones must be turned off or put in silent mode prior to the commencement of the Ceremony.
13. An administration fee, as established by Town By-law, will be charged for any change of date (subject to availability) within seven (7) days of a scheduled Ceremony.
14. An administration fee, as established by Town By-law, will be charged for any cancellation of a scheduled Ceremony.

Applicant #1

Signature

Date:_____

Applicant #2

Signature

Date:_____

Personal Information Collection Notice

Information contained on this form is collected under the authority of Section 24 of the *Marriage Act*, R.S.O.1990, Chapter M3, and will be used for the purpose of administering and performing a Civil Marriage Ceremony. Questions regarding this collection should be directed to the Town Clerk, Town of Gananoque, 30 King Street East, Box 100, Gananoque, Ontario K7G 2T6 or by calling (613) 382-2149.