

# City of Vaughan



## Civil Marriage Ceremony Information Package

## City of Vaughan Marriage Services

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Couples wishing to be wed at Vaughan City Hall may apply for marriage services through the Office of the City Clerk. Due to the civil nature of the service, there cannot be any religious connotation to the ceremony.

### Location

The City Hall Garden Room is available to host civil marriages. The maximum capacity of this room is 49 people (couple + officiant + 2 witnesses + 44 guests).



### Date and Time

Ceremonies are available between the hours of 9:00 a.m. and 3:00 p.m., Monday through Friday, except statutory holidays. A surcharge of \$100.00 + HST will apply to ceremonies performed outside regular business hours. The ceremony room is provided for a maximum of one hour.

### Reservation

You may book a civil ceremony up to 3 months in advance. Please provide a minimum of 2 weeks' notice. To schedule a ceremony, you may contact the Office of the City Clerk:

- By phone: (905) 832-8504
- By email: [marriage@vaughan.ca](mailto:marriage@vaughan.ca)
- In person: 2141 Major Mackenzie Drive, 1<sup>st</sup> floor – south loft

Once the Office of the City Clerk has assigned an officiant to your ceremony, you will be contacted to schedule a mandatory pre-ceremony consultation. Your consultation will be contacted with your officiant following payment for the ceremony.

### Fees

- Civil Marriage Ceremony - \$460.00 + \$59.80 (HST) = \$519.80
- After-Hours/Off-site Ceremony - \$566.00 + \$73.58 (HST) = \$639.58  
(Applicable fees and taxes are subject to change without notice)

## **Cancellation and Rescheduling**

Prior to your consultation, you may cancel or reschedule your ceremony without penalty. While reschedules are permitted without penalty after the consultation, availability with the same officiant may be limited. If a ceremony is cancelled after the consultation, a refund minus \$150 + HST administrative fee will be issued. Please allow 2 to 3 weeks for processing.

## **Witnesses**

You are required to bring two (2) witnesses to be present during the ceremony. Witnesses must be at least eighteen (18) years of age. They should be able to understand and appreciate the ceremony which is taking place and be able to give evidence of such at a later date, if required.

## **Interpreter**

If an applicant does not speak English or requires language assistance, the couple is responsible for providing an interpreter. The interpreter should not be one of the witnesses. The interpreter will be required to sign a form confirming that he/she has interpreted the wedding ceremony.

## **Consultation with the Officiant**

You will be required to participate in a pre-ceremony consultation with your marriage officiant, at least three (3) business days prior to the day of the ceremony. Your officiant will contact you to schedule the consultation. The consultation may be conducted in-person, virtually or by telephone.

- The ceremony fee shall be paid in full before the consultation. Acceptable methods of payment are cheque, debit, Visa and Mastercard.
- At least one (1) applicant must be present.
- A valid Ontario Marriage Licence must be presented to the officiant prior to the date of the ceremony. Marriage Licences may be purchased from any Ontario municipality and are valid for three (3) months from the date of issue.
- A Civil Marriage Ceremony Questionnaire must be completed and submitted to the Officiant at the time of the consultation.
- Please provide written copies of any additional vows.

## **Ceremony Policies and Guidelines**

1. To maintain the dignity of the marriage ceremony, clothing should be appropriate for the occasion.
2. Alcohol or stimulants are not to be used by the applicants or their witnesses prior to or during the Marriage Ceremony. The Officiant may cancel the ceremony if this rule is violated.
3. No decorations, confetti, bubbles, candles, live animals (not including service animals) or incense are allowed in or on the grounds of the City Hall. Bouquets of flowers are accepted inside the ceremony room.
4. No music will be provided by the City during the ceremony, and no speaker system is installed in the ceremony room.

5. The determination as to whether photographs will be taken during the ceremony should be made during the consultation.
6. The City does not provide private dressing facilities for the bridal party.
7. Applicants shall be responsible for the conduct of all persons attending a ceremony at City Hall.

## Civil Ceremony Questionnaire

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Please print the following information prior to attending the Pre-ceremony consultation.

### 1. Marriage Licence

Marriage Licence Number \_\_\_\_\_

Date Issued \_\_\_\_\_

\*Note: Marriage Licences are valid for only 3 months from date of issuance

### 2. Applicants

Please bring Photo I.D. to the Pre-Consultation Meeting  
e.g. Current Driver's Licence, Current Passport, Ontario Photo Card

Applicant Check if Photo I.D. Shown

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Occupation \_\_\_\_\_

Joint Applicant Check if Photo I.D. Shown

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Occupation \_\_\_\_\_

### 3. Witnesses

\*Witnesses must be 18 years of age or older.

Full Name

Address

Witness

1: \_\_\_\_\_

\_\_\_\_\_

Witness

2: \_\_\_\_\_

\_\_\_\_\_

#### 4. City of Vaughan Policy Review

Please check (√) that you have reviewed the following:

- No alcohol is permitted on City of Vaughan property.
- No consumption of alcohol shall be permitted prior to or during the ceremony for the couple and witnesses. The Officiant may cancel the ceremony, if this rule is violated.
- No music will be provided by the City during the ceremony.
- No religious connotation shall be contained in the ceremony.
- No decorations or confetti, bubbles, candles or incense are allowed in or outside of City Hall.

#### 5. Ceremony Details

Date of Ceremony: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Ceremony Option #: \_\_\_\_\_

Circle one option

Will there be personalized vows? <b><u>Please bring your personal vows with you to the consultation.</u></b>	YES	NO
Will anyone be giving away the applicant(s)? Name(s) _____	YES	NO
Will rings be exchanged?	YES	NO
Will there be an exchange of embrace (i.e. kiss) at the end of the ceremony?	YES	NO
Will there be photographs taken at the ceremony?	YES	NO
Will the applicant(s) require an interpreter?	YES	NO

Additional comments / details:

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Personal Information 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 performing a civil marriage ceremony and for conducting a subsequent satisfaction survey. Questions regarding this collection should be directed to the Office of the City Clerk, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 or by calling (905) 832-8504.

## Civil Marriage Ceremony - Option # 1

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We are gathered together to witness the formal joining of \_\_\_\_\_ and \_\_\_\_\_ in legal matrimony according to the custom and law prevailing in the Province of Ontario. Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

**Optional:** *If either person is escorted forward, Officiant states:*

"Who is it that gives this \_\_\_\_\_ (man/woman/these individuals) in marriage?"

*Answer: "I/we do". (father, mother, children, relatives, etc.)*

**Optional:** If there is anyone present who can show just cause why these two persons may not be lawfully joined together in matrimony, they should now declare it or hereafter remain silent.

"\_\_\_\_\_ and \_\_\_\_\_ you have made it known that you want to be joined in marriage (**Optional:** and no one has shown any valid reason why you may not). If either of you know of any lawful impediment why you should not be married, you are now to declare it."

*Officiant to 1<sup>st</sup> person:* Repeat after me please:

**"I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."**

*Officiant to 2<sup>nd</sup> person:* Repeat after me please:

**"I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."**

### Declaration of Intent and Vows

Would you please face each other, join hands and repeat after me:

*Officiant to 1<sup>st</sup> person:*

**"I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_, to be my lawful wedded (wife/husband/spouse/partner)."**

*Officiant to 2<sup>nd</sup> person:*

**"I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_, to be my lawful wedded (wife/husband/spouse/partner)."**

## Exchange of Rings

These rings are a symbol of your marriage and a symbol of your love and life together.

*Officiant to 1<sup>st</sup> person:* Please place this ring on the third finger of \_\_\_\_\_'s left hand saying after me: "With this ring, I thee wed. I shall love, honour and cherish thee and this ring is the symbol of my love."

*Officiant to 2<sup>nd</sup> person:* Please place this ring on the third finger of \_\_\_\_\_'s left hand saying after me: "With this ring, I thee wed. I shall love, honour and cherish thee and this ring is the symbol of my love."

As you wear these rings may you find them reminders of an endless love which may grow more meaningful with each passing day.

## Pronouncement

\_\_\_\_\_ and \_\_\_\_\_ have pledged themselves to each other and have declared this symbolically by their vows and the exchange of rings.

I, \_\_\_\_\_, by virtue of the powers vested in me by the Ontario Marriage Act, do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be (husband and wife/partners in life/married).

## Conclusion

I wish you a long life, happiness, prosperity and may the vows you have made to each other today, sustain you forever.

You may exchange a kiss as a token of your joy.

*Officiant:* May I introduce to you the married couple.

## Signing of the Register

At this time, the wedded parties and their witnesses will sign the Official Marriage Register.

**NOTE: Bolded text is mandatory for the ceremony.**

## Civil Marriage Ceremony - Option #2

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On behalf of \_\_\_\_\_ and \_\_\_\_\_, I welcome and thank you for being here on this special day. By your presence, you celebrate with them the love they have discovered in each other and you support their decision to commit themselves to one another for the rest of their lives. Today we are here to celebrate love. We come together to witness and proclaim the joining together of these two persons in marriage.

This is an important and joyous occasion for \_\_\_\_\_ and \_\_\_\_\_ who will today make a commitment to each other, before witnesses, to pledge themselves, by mutual consent, to a union in friendship and life which is one of the most sacred of all human ties. Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

**Optional:** *If either person is escorted forward, Officiant states:*

"Who is it that gives this \_\_\_\_\_ (man/woman/these individuals) in marriage?"  
Answer: "I/we do". (father, mother, children, relatives, etc.)

**Optional:** If there is anyone present who can show just cause why these two persons may not be lawfully joined together in matrimony, they should now declare it or hereafter remain silent.

\_\_\_\_\_ and \_\_\_\_\_ you have made it known that you want to be joined in marriage (**Optional:** and no one has shown any valid reason why you may not). If either of you know of any lawful impediment why you should not be married, you are now to declare it.

*Officiant to 1<sup>st</sup> person:* Repeat after me please:

**"I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."**

*Officiant to 2<sup>nd</sup> person:* Repeat after me please:

**"I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."**

### Declaration of Intent and Vows

Would you please face each other, join hands and repeat after me:

*Officiant to 1<sup>st</sup> person:*

**"I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_, to be my lawful wedded (wife/husband/spouse/partner), to laugh with you in joy; to grieve with you in sorrow; to grow with you in love; to be faithful to you alone; as long as we both shall live."**

*Officiant to 2<sup>nd</sup> person:*

**"I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_, to be my lawful wedded (wife/husband/spouse/partner), to laugh with you in joy; to grieve with you in sorrow; to grow with you in love; to be faithful to you alone; as long as we both shall live."**

## **Exchange of Rings**

These rings are a symbol of your marriage and a symbol of your love and life together.

*Officiant to 1<sup>st</sup> person:* Please place this ring on the third finger of \_\_\_\_\_'s left hand saying after me:  
"This ring is my precious gift to you as a measure of my love and as a sign that from this day forward your every breath shall be surrounded by my love."

*Officiant to 2<sup>nd</sup> person:* Please place this ring on the third finger of \_\_\_\_\_'s left hand saying after me:  
"This ring is my precious gift to you as a measure of my love and as a sign that from this day forward your every breath shall be surrounded by my love."

As you wear these rings may you find them reminders of an endless love which may grow more meaningful with each passing day.

## **Pronouncement**

\_\_\_\_\_ and \_\_\_\_\_ have pledged themselves to each other and have declared this symbolically by their vows and the exchange of rings. I, \_\_\_\_\_, by virtue of the powers vested in me by the Ontario Marriage Act, do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be (husband and wife/partners in life/married).

## **Conclusion**

As you enter upon your marriage, let your relationship be one of complete truth and understanding between you both; respect the confidences of your partner in this marriage, and consider that as the world gives nothing freely, neither will your marriage yield you more than you give into it. May you enjoy length of days, fulfillment of hopes and peace and contentment of mind as you day by day live and fulfill the terms of this commitment you have made with one another.

You may exchange a kiss as a token of your joy.

*Officiant:* May I introduce to you the married couple.

## **Signing of the Register**

At this time, the wedded parties and their witnesses will sign the Official Marriage Register.

**NOTE: Bolded text is mandatory for the ceremony.**

## Civil Marriage Ceremony - Option #3

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We are gathered here today to witness the formal joining in the legal state of matrimony of this couple, under the authority given and provided by the Government of the Province of Ontario. The state of matrimony, as understood by us, is a state ennobled and enriched by a long and honourable tradition of devotion, set in the basis of the law of the land, assuring each participant equality before the law, and supporting the common rights of each party to the marriage. Both of you understand that marriage is not to be entered upon thoughtlessly, or irresponsibly, but with a due and serious understanding and appreciation of the ends for which it is contracted.

**Optional:** If either person is escorted forward, Officiant states:

"Who is it that gives this \_\_\_\_\_ (man/woman/these individuals) in marriage?"

Answer: "I/we do". (father, mother, children, relatives, etc.)

**Optional:** If there is anyone present who can show just cause why these two persons may not be lawfully joined together in matrimony, they should now declare it or hereafter remain silent.

\_\_\_\_\_ and \_\_\_\_\_ you have made it known that you want to be joined in marriage (**Optional:** and no one has shown any valid reason why you may not). If either of you know of any lawful impediment why you should not be married, you are now to declare it.

*Officiant to 1<sup>st</sup> person:* Repeat after me please:

**"I do solemnly declare that I do not know of any lawful impediment why I,**

\_\_\_\_\_, **may not be joined in matrimony to**

\_\_\_\_\_.**"**

*Officiant to 2<sup>nd</sup> person:* Repeat after me please:

**"I do solemnly declare that I do not know of any lawful impediment why I,**

\_\_\_\_\_, **may not be joined in matrimony to**

\_\_\_\_\_.**"**

Marriage is not a single event but, rather, a developing process. Marriage is the faithful union between two persons, the result of which is the formation of a family unit whose members shall help, support and enjoy each other in good times and in bad times. It is this relationship these two persons wish to have declared and celebrated.

### Declaration of Intent and Vows

Would you please face each other, join hands and repeat after me.

*Officiant to 1<sup>st</sup> person:*

**"I call upon these persons here present to witness that I,**

\_\_\_\_\_ **do take you, \_\_\_\_\_, to be my**

**lawful wedded (wife/husband/spouse/partner). To have and to hold, from this day forward. For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.”**

*Officiant to 2<sup>nd</sup> person:*

**"I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_, to be my lawful wedded (wife/husband/spouse/partner). To have and to hold, from this day forward. For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live."**

## **Exchange of Rings**

These rings are a symbol of your marriage and a symbol of your love and life together.

*Officiant to 1<sup>st</sup> person:* Please place this ring on the third finger of \_\_\_\_\_'s left hand saying after me: "This ring I give you in token of the covenant made this day between us."

*Officiant to 2<sup>nd</sup> person:* Please place this ring on the third finger of \_\_\_\_\_'s left hand saying after me: "This ring I give you in token of the covenant made this day between us."

As you wear these rings may you find them reminders of an endless love which will grow more meaningful with each passing day.

## **Pronouncement**

\_\_\_\_\_ and \_\_\_\_\_ have pledged themselves to each other and have declared this symbolically by their vows and the exchange of rings. I, \_\_\_\_\_ by virtue of the powers vested in me by the Ontario Marriage Act; do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be (husband and wife/partners in life/married).

## **Conclusion**

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind as you day by day live and fulfill the terms of this covenant you have made with one another. I wish you happiness and prosperity and may the vows you made to each other today, sustain you forever.

You may exchange a kiss as a token of your joy.

*Officiant:* May I introduce to you the married couple.



## **Signing of the Register**

At this time, the wedded parties and their witnesses will sign the Official Marriage Register.

**NOTE: Bolded text is mandatory for the ceremony.**



## **How did we do?**

Thank you for choosing the City of Vaughan to mark your special day. We want to thank you for having your marriage ceremony with us. Please take a moment to share your thoughts and let us know how our team did?

[Marriage Services Customer Service Satisfaction Survey \(surveymonkey.com\)](https://www.surveymonkey.com)