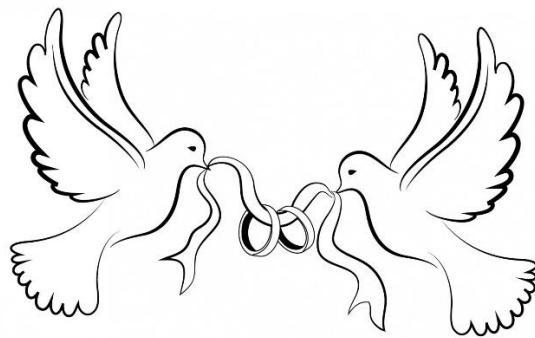




The Corporation of the City of Sarnia



Civil Marriage Ceremony Package

Fees & Guidelines

# Civil Wedding Ceremonies at City Hall

1. Civil marriage ceremonies will be conducted in the Council Chambers at City Hall, 255 Christina Street North, Sarnia, Ontario on Fridays at 1:00 pm, 2:00 pm, or 3:00 pm (some exceptions apply). City Hall closes at 4:30 pm, all guests must vacate the building before that time.
2. Fees:
  - Civil Marriage Ceremony Fee - \$275.00 (cash, credit or debit) payable one week from the date of booking. Ceremonies reservations that are not paid for within one week will be cancelled and available for another couple;
  - Marriage Licence Fee - \$145.00.
3. An administration fee of \$50 will be charged if the ceremony is cancelled less than 48 hours from the date of the ceremony, or the applicant(s) do not show up for the ceremony. No exceptions will be made this this policy.
4. Applicants must obtain their marriage license from the City of Sarnia in advance of the ceremony to ensure that all paperwork is acceptable to the Clerk in order to proceed with the ceremony on the scheduled date.
5. A mandatory pre-ceremony consultation meeting will take place within 30 days of the ceremony (approximately up to 1 hour). This can be done the same day the marriage license is obtained. Applicants must pre-book this appointment with the City Clerk, Deputy Clerk, or Customer Service Manager.
  - a. Both applicants must be in attendance and provide photo identification;
  - b. To be scheduled a minimum of five business days prior to the ceremony unless changed at the discretion of the Clerk, Deputy Clerk, of Customer Service Manager;
  - c. Fees to be paid in full;
  - d. Marriage License to be presented and left with the Officiant (date issued to be within three (3) months prior to ceremony) at the pre-ceremony consultation;
  - e. Name, address and telephone number of two witnesses (must be 14 years of age or older). Staff Witnesses are available for \$50 per ceremony if required.
6. The Council Chambers is reserved for 40 minutes. Plan to arrive at least 15 minutes prior to the ceremony to allow time to review any final

details. Please be mindful and tell any guests that the ceremony must start on time.

7. Alcohol or other stimulants are not to be used by the celebrants or their witnesses prior to the ceremony. **If the Officiant believes that alcohol or other stimulants have been used, the ceremony will not proceed.**
8. In order to maintain the dignity of the marriage ceremony applicant's attire and guest's attire should be appropriate to the occasion.
9. It is the applicants' responsibility to provide an interpreter if either 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 form that he/she has interpreted the wedding ceremony as per requirements.
10. The taking of photographs is generally not permitted during the ceremony. An opportunity will be provided for photographs before the ceremony begins, during the signing of the register and when the ceremony is complete.
11. Absolutely no candles, bubbles, confetti, rice, bird seed etc. are allowed in or on the grounds of the municipal offices or property.
12. The celebrants for the civil marriage ceremony will consent to defend and indemnify the City of Sarnia for any loss or damages incurred by their invitees. The celebrants shall agree that the City of Sarnia will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending City Hall on the invitation of the celebrants.
13. The celebrants 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.
14. Minimal decorations (e.g. flowers or balloons) are permitted; however, such must be approved by the Officiant in advance of the ceremony. Decorations may be placed 15 minutes prior to the ceremony and removed within 15 minutes of the conclusion of the ceremony.
15. Music is not provided in the Council Chambers. If you'd like to have music, it is your responsibility.

16. The Council Chambers may only be used for civil marriage ceremonies conducted by municipal staff or designates appointed by the Clerk.
17. If personal vows are to be made, they are to be reviewed by the Officiant at least five (5) days prior to the ceremony. It would be appreciated if a written copy of the personal vows is brought to the pre-ceremony meeting, or an electronic version is emailed to the Officiant prior to the pre-ceremony consultation.
18. The Officiant is only responsible for performing the ceremony and therefore not responsible for other activities for the ceremony (i.e. photography, wedding planning, and organizing).

## **Contact Information**

### **Clerk's Department**

255 Christina Street North, 2<sup>nd</sup> Floor  
Phone: 519-332-0330

### **Customer Service Department**

255 Christina Street North, 1<sup>st</sup> Floor  
Phone: 519-332-0330

**Email:** [tietheknot@sarnia.ca](mailto:tietheknot@sarnia.ca)

# City of Sarnia Civil Marriage Ceremony Options

## Civil Marriage Ceremony, Option 1

### Introductions

#### The Purpose

We are gathered together to witness the formal joining of \_\_\_\_\_ and \_\_\_\_\_ in legal matrimony according to the custom and law prevailing by the Government of 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. Therefore, if there is anyone present who can show just cause by 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 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 1st 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 2nd 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 \_\_\_\_\_".

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.)

## **Declaration of Intent and Vows**

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

Officiant to 1st 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 2nd 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**

"This ring is a symbol of your marriage and a symbol of your love and life together."

Officiant to 1st 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."

This ring is a symbol of your marriage and a symbol of your love and life together.

Officiant to 2nd 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 Marriage Act of Ontario, to hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be (husband and wife/partners in life/married).

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

**Signing of the Register**

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

**Service Conclusion**

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

Officiant: May I introduce to you the married couple.

## Civil Marriage Ceremony, Option 2

### Introductions

#### The Purpose

On behalf of \_\_\_\_\_ and \_\_\_\_\_ 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. Therefore, 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 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 1st 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 2nd 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 \_\_\_\_\_".

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.)

## **Declaration and Vows**

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

Officiant to 1st person:

"I call upon these persons here present to witness that I,  
\_\_\_\_\_ do you 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 2nd 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**

This ring is a symbol of your marriage and a symbol of your love and life together.

Officiant to 1st 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."

This ring is a symbol of your marriage and a symbol of your love and life together.

Officiant to 2nd 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 Marriage Act, do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be (husband and wife/partners in life/married). You may exchange a kiss as a token of your joy.

**Signing of the Register**

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

**Service Conclusion**

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind as you day by day live and fulfil the terms of this covenant you have made with one another.

Officiant: May I introduce to you the married couple.

## **Civil Marriage Ceremony, Option 3**

### Introductions

#### **The Purpose**

We are gathered here today to witness the formal joining in the legal state of matrimony of \_\_\_\_\_ and \_\_\_\_\_ under the authority given and provided by the Government of the Province of Ontario.

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 a marriage based on love.

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. Therefore, 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 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 1st 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 2nd 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 \_\_\_\_\_."

If either person is escorted forward, Officiant states:

"Who is it that gives \_\_\_\_\_ in marriage?"

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

### **Declaration of Intent and Vows**

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

Officiant to 1st person:

"I call upon these persons here present to witness that I,  
\_\_\_\_\_  
do take you, \_\_\_\_\_ to be my  
lawful wedded \_\_\_\_\_ I will trust you and respect you,  
laugh with you and cry with you, loving you faithfully through good times  
and bad. I give you my hand, my heart and my love, from this day forward  
for as long as we both shall live.

1st Person Repeats...

Officiant to 2nd person:

"I call upon these persons here present to witness that I,  
\_\_\_\_\_  
do take you, \_\_\_\_\_ to be my  
lawful wedded \_\_\_\_\_ I will trust you and respect you,  
laugh with you and cry with you, loving you faithfully through good times  
and bad. I give you my hand, my heart and my love, from this day forward  
for as long as we both shall live.

2nd Person Repeats...

### **Exchange of Rings**

Wedding rings are an ancient symbol that two persons have committed  
themselves to each other, to the exclusion of all others. But they also hold a  
deeper meaning. The precious metal is a sign that the love shared between  
a couple is very valuable, and as a circle the ring tells us that love has no  
real beginning or end.

Officiant to 1st person:

Please place this ring on the third finger of \_\_\_\_\_'s left  
hand saying after me: "This ring is a symbol of my vows to you. Whenever  
you look at it, know that I love, honour and cherish you above all others."

This ring is a symbol of your marriage and a symbol of your love and life  
together.

Officiant to 2nd person:

Please place this ring on the third finger of \_\_\_\_\_'s left hand saying after me: "This ring is a symbol of my vows to you. Whenever you look at it, know that I love, honour and cherish you above all others."

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

\_\_\_\_\_ 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 Marriage Act, do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be \_\_\_\_\_

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

### **Signing of the Register**

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

### **Service 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 a long life, happiness and prosperity. May the vows you made to each other today, sustain you forever.

It is my pleasure to introduce to you the married couple!