

- Enquiry:** The City Clerk's Office, 350 City Hall Square West, Windsor, ON N9A 6S1
Phone: 519-255-6100 ext. 6139
Office Hours: Monday to Friday, 8:30am – 4:30pm
- Requirements:**
- A valid Province of Ontario marriage licence is required.
 - Marriage licences can be obtained at the City Clerk's Office and are available from most local municipalities in Ontario.
- Witnesses:**
- Couples require two witnesses (one for each applicant) to be present at the ceremony, as indicated in Section 25 of the Marriage Act.
 - If the witness is under 18 years of age, please have them contact our office for approval.
- The Service:**
- Civil Marriage Services will be provided by the Office of the City Clerk and officiated by the Clerk or a Clerk Designate. Due to the civil nature of the service, there cannot be any religious connotation to the ceremony.
 - No alcohol, drugs, confetti, rice, bubbles, candles or incense are allowed in, or on the grounds of, City Hall. No music will be provided during the ceremony.
 - Please ensure you and your guests arrive on time. If there is a significant delay, the officiate may be required to reschedule your ceremony to the next available appointment.
- Hours:**
- Ceremonies are only conducted during business hours Monday through Friday, at set times.
 - Please contact us for availability on a significant date. If available, exceptions to be made at the discretion of the Officiate.
 - No services are provided on weekends or Statutory Holidays.
- Language Interpreter:**
- Couples are responsible for bringing a language interpreter, if needed, for languages other than English.
 - An interpreter is not permitted to be a witness for either party.
 - Couples who require a sign-language interpreter for the wedding booking and/or for the wedding ceremony may make their own arrangements or may ask the Clerk's Office to make the necessary arrangements. Either way, the cost for a sign-language interpreter will be borne by the City as required by the City of Windsor's *Accessibility Standards for Customer Service*.
- Fees:**
- Civil Ceremony cost is \$250.00, this includes a \$50.00 **non-refundable** deposit.
 - The deposit shall be retained by the City should the scheduled ceremony be cancelled after the wedding booking.
 - In the event you require witnesses for the ceremony, the City can provide them at an additional cost of \$25.00 per witness.
- Marriage Ineligibility:**
- One or both parties are under physical or mental duress
 - One or both parties fail to meet the age requirements (both parties must be at least 18 years old to get married in Ontario. Parties who are 16 or 17 years old may marry only if they have the consent in writing of both parents)
 - The parties are related as grandparent, parent, child, grandchild, brother or sister
 - One or both parties are currently married
 - One or both parties are mentally ill or under the influence of intoxicating liquor or drugs and incapable of understanding the nature of the marriage contract and the duties, obligations and responsibilities that result from marriage.

APPLICANT'S INFORMATION (PLEASE PRINT CLEARLY)	
Last Name	Daytime Phone #
First and Middle Names	Preferred name (i.e. "Alex")
Email Address:	
OFFICE USE ONLY (If applicable, pronunciation)	
JOINT APPLICANT'S INFORMATION (PLEASE PRINT CLEARLY)	
Last Name	Daytime Phone #
First and Middle Names	Preferred name (i.e. "Alex")
Email Address:	
OFFICE USE ONLY (If applicable, pronunciation)	

For Office Use ONLY		
<input type="checkbox"/> Paid in full		
<input type="checkbox"/> Balance owing	_____	
Licence # _____		
Date issued: _____		
Issued by: _____		
Windsor or _____		
<input type="checkbox"/> Calendar updated		
<input type="checkbox"/> Vows prepared		
<input type="checkbox"/> Part 2 completed		
<input type="checkbox"/> Register prepared		
Staff witnesses required		
1	2	N/A
Interpreter form prepared		
Y	N	N/A

CEREMONY INFORMATION		
Preferred Date and Time of ceremony: *Monday through Friday only, excluding holidays *availability is on a first come basis & not guaranteed * booking not secured until deposit paid	Date: _____ <input type="checkbox"/> 9:00am <input type="checkbox"/> 9:45am <input type="checkbox"/> 10:30am <input type="checkbox"/> 11:15am <input type="checkbox"/> 12:00pm <input type="checkbox"/> 1:30pm <input type="checkbox"/> 2:15pm <input type="checkbox"/> 3:00pm <input type="checkbox"/> 3:45pm	Is an interpreter required? Y N If yes, for whom: _____
How many people do you expect to attend? (a maximum of 30 guests can be accommodated) <input type="checkbox"/> Only witnesses Approximate number of people expected to attend _____	Are any staff acting as witnesses? (\$25 fee, per witness) <input type="checkbox"/> 1 <input type="checkbox"/> 2	
Selected script: <input type="checkbox"/> Contemporary <input type="checkbox"/> Modern <input type="checkbox"/> Short & Sweet <input type="checkbox"/> Traditional Optional poem: _____	Reference during vows: <input type="checkbox"/> Husband/Wife <input type="checkbox"/> Partners <input type="checkbox"/> Spouses <input type="checkbox"/> Husband/Husband <input type="checkbox"/> Wife/Wife Add personal words to ceremony? Y N	Who will receive a ring? <input type="checkbox"/> Both applicants <input type="checkbox"/> No rings <input type="checkbox"/> Only: _____ Comfortable to end with a kiss? Y N

- Applicant and Joint Applicant consent:**
- The celebrants for the civil marriage ceremony do hereby consent to defend and indemnify the City of Windsor for any loss or damages incurred by their invitees. The celebrants agree that the City of Windsor 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.
 - The Municipal Facility may only be used for civil marriage ceremonies conducted by Municipal Staff.
 - All exits must be kept free from obstruction in case of fire.
 - The Municipal Facility will be available for a maximum of 30 minutes only. Minimal decorating (i.e. flowers) is permitted, but must be approved in advance. Decorating is allowed 5 minutes prior to the ceremony and must be taken down within 10 minutes afterwards. No food or drink is allowed in the ceremony room. Confetti, bubbles, rice, flower petals, candles or incense are **not** permitted.
 - 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.
 - The celebrants understand that they and their guests are **not** permitted to consume alcohol and/or drugs prior to or during the ceremony. *If the officiate feels someone is under the influence, they have the right to cancel the ceremony.*
 - The celebrants understand and agree that if there is a significant delay in beginning the ceremony it may be deemed necessary to reschedule the appointment to the next available time.
 - A ceremony booking is not confirmed until this agreement and payment is completed and returned to the Clerk's office.

_____ Signature of Applicant	_____ Date	_____ Signature of Joint Applicant	_____ Date
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