

## Civil Marriage Ceremony-Guidelines and Procedures – COVID-19

- 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 are present on time. If there is a significant delay, the officiate may be required to reschedule your ceremony to the next available appointment.
- Hours:** Ceremonies will be conducted during regular business hours on Thursdays and Fridays.  
Please contact us for a significant date or other availability. 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. 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*. An interpreter is not permitted to be a witness for either party.
- Fees:** Civil Ceremony cost is \$250.00, including a \$50.00 **non-refundable** deposit. This fee 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.

