

**Enquiry:**

The City Clerk's Office, 350 City Hall Square West, Suite 530, Windsor, ON N9A 6S1

Office Hours: Monday to Friday, 8:30am – 4:30pm

Phone: 519-255-6100 ext. 6139

E-mail: [clerkvitals@citywindsor.ca](mailto:clerkvitals@citywindsor.ca)

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**Hours:**

Civil Ceremonies are only conducted at set times during business hours Monday through Friday, excluding holidays. No ceremonies are provided on weekends or Statutory Holidays.

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**Ceremony Fee:**

Civil Ceremony fee is \$260.00; this includes a \$60.00 **non-refundable** deposit (due at the time of booking). The deposit shall be retained by the City should the ceremony be cancelled after the booking is secured.

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**Requirements:**

A valid Province of Ontario marriage licence is required.

A Marriage licence can be obtained from the City Clerk's Office (or from most local municipalities in Ontario).

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**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.

- In the event you require witnesses for the ceremony, the City can provide them at an additional cost of \$25.00 per witness.
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**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*.

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**The Ceremony:**

Civil Ceremonies will be provided by the Office of the City Clerk and officiated by the Clerk or a Clerk Designate. 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.

- 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.
  - No food or drink are allowed in the ceremony room.
  - Due to the civil nature of the service, there cannot be any religious connotation to the ceremony.
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**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 followed the provisions of the Marriage Act relating to parental consent.
  - 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.
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**APPLICANT'S INFORMATION (PLEASE PRINT CLEARLY)**

Last Name	Daytime Phone #
First and Middle Names	Preferred name i.e Thomas, prefer "Tom"
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 Thomas, prefer "Tom"
Email Address:	

**OFFICE USE ONLY (If applicable, pronunciation)**

**CEREMONY INFORMATION**

Preferred Date: <small>*Monday through Friday only, excluding holidays *availability is on a first come basis and not guaranteed</small>	Preferred Time (select one from below) <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
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**Ceremony customization:**

<input type="checkbox"/> Contemporary <input type="checkbox"/> Modern <input type="checkbox"/> Short & Sweet <input type="checkbox"/> Traditional	Add optional poem: <input type="checkbox"/> N/A Title: _____ Add personal words? <input type="checkbox"/> Yes <input type="checkbox"/> No Comfortable to kiss at the end? <input type="checkbox"/> Yes <input type="checkbox"/> No Who will receive a ring? <input type="checkbox"/> Both applicants <input type="checkbox"/> Only: _____ <input type="checkbox"/> No rings
Referred to as: <input type="checkbox"/> Husband/Wife <input type="checkbox"/> Partners <input type="checkbox"/> Spouses <input type="checkbox"/> Husband/Husband <input type="checkbox"/> Wife/Wife	

**Witnesses and Guests – 2 witnesses are required (a maximum of 30 guests can be accommodated)**

Number of expected guests \_\_\_\_\_  Only witnesses   Are staff witnesses required? (\$25 fee, per witness)    N/A    1    2

**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 Ceremony Room will be available for a maximum of 30 minutes only. Minimal decorating (i.e. flowers, balloons) 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 confetti, bubbles, rice, candles or incense are 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 that food and drink are not permitted in the ceremony room.
- 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 signed agreement has been reviewed by a Vital Statistics Coordinator and the non-refundable deposit has been paid.

Signature of Applicant	Date	Signature of Joint Applicant	Date
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**OFFICE USE ONLY**

<input type="checkbox"/> Paid in Full <input type="checkbox"/> Balance owing _____	Licence #: _____ Date issued _____ From Windsor or _____	<input type="checkbox"/> Calendar updated <input type="checkbox"/> Vows prepared <input type="checkbox"/> Parts 3 & 4 completed <input type="checkbox"/> Register prepared <input type="checkbox"/> Interpreter form N/A	Staff witness(es) required: 1   2   N/A <input type="checkbox"/> Paid
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