



111 Sandiford Drive, Stouffville, ON L4A 0Z8

Customer Service Centre: 905-640-1900  
Toll Free: 1-855-642-TOWN (8696)  
Automated: 905-640-1910  
Toll Free: 1-855-642-TOWS (8697)  
Fax: 905-640-7957  
www.townofws.ca

**CIVIL MARRIAGE CEREMONY QUESTIONNAIRE**  
*(Please complete and bring to consultation.)*

**1. Applicants: (Please bring Photo I.D. to the Consultation.)**

Applicant:

Name: \_\_\_\_\_

Phonetic pronunciation of Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Photo I.D.: \_\_\_\_\_

Joint Applicant:

Name: \_\_\_\_\_

Phonetic pronunciation of Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Photo I.D.: \_\_\_\_\_

How did you hear about our services? \_\_\_\_\_

**2. Ceremony Details:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Receipt #: \_\_\_\_\_ # of Guests: \_\_\_\_\_ Ceremony Option #: \_\_\_\_\_

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

Confirmation of fees

*Refer to the Town's current Fees and Charges By-law for the cost of a Civil Marriage Ceremony, and witness, if required.*

*If you plan to incorporate personalized vows, the Officiant must review the text prior to the service to ensure that it is appropriate to the dignity of the occasion. Due to the civil nature of the service, the ceremony shall not refer to any particular or identifiable religious connotations or traditions. Please bring your proposed vows with you to the consultation.*

Acknowledgement of Children? Yes  No

Name(s) of Children: \_\_\_\_\_

Is anyone giving away applicant(s)? Yes  No

Name(s): \_\_\_\_\_

Will there be a flower girl? Yes  No  A ring bearer? Yes  No

Will rings be exchanged? Yes  No

Do you wish to exchange a kiss? Yes  No

Will there be photography during the ceremony? Yes  No

Do you want to see each other before the ceremony? Yes  No

Is an interpreter required? Yes  No

How do you wish to be introduced at the end of the ceremony?  
(i.e. Mr. & Mrs. Smith/Mr. & Mrs. John Smith/Jane & John Smith)

\_\_\_\_\_

Additional comments/details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Marriage Licence**  
***(Please bring your marriage licence with you to the consultation.)***

Licence Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Name of Municipal Issuer of Marriage Licence: \_\_\_\_\_

*(Note: Marriage Licences are valid for 3 months from date of issue.)*

**4. Witnesses (must be 14 years of age or older) :**

<b>Witness for:</b>	<b>Witness for:</b>
<b>Witness Name</b>	<b>Witness Name</b>
<b>Street Address</b>	<b>Street Address</b>
<b>City/Prov/PC</b>	<b>City/Prov/PC</b>

**5. Acknowledgement of Rules (Officiant will review same with Applicants during consultation process)**

- The Applicants, as the renters of the Town’s facilities for the purpose of a civil marriage ceremony, do hereby consent to defend and indemnify the Town of Whitchurch-Stouffville for any loss or damage incurred by their invitees. The Applicants agree that the Town of Whitchurch-Stouffville will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending on the invitation of the Applicants.
- Applicants shall be responsible for the conduct and supervision of all persons admitted to any facility operated by Town of Whitchurch-Stouffville and shall see that all regulations pertaining to the event are strictly followed.
- Facilities may only be used for civil marriage ceremonies conducted by authorized Municipal staff.
- Due to the civil nature of the service, the ceremony shall not refer to any particular or identifiable religious connotations or traditions.
- All exits must be kept free from obstruction in case of fire.
- No candles, confetti, rice, incense or bubbles are permitted to be used in or on the grounds of Town facilities.
- Small flower arrangements are permitted.
- Smoking is not permitted in the Municipal property.
- No consumption of alcohol or other stimulants by the couple and/or witnesses is permitted prior to or during the ceremony. (The officiant will cancel the ceremony without a refund if this rule is violated.)
- Music deemed by the Officiant to be appropriate to the occasion will be allowed. Applicants may arrange suitable live music or supply their own music and player for recorded music.
- The maximum seating capacity in the Council Chamber is 100 people. Depending on the desired location, seating capacity may vary. Please ensure to check with your Officiant about seating arrangements.

- Facilities will be available for a maximum of **one and one-half hours** only and will be opened 15 minutes prior to the ceremony.
- The Town does not have private dressing facilities for the bridal party.
- Any change of date within 7 days of the ceremony will be subject to an administration fee as per Town's current Fees and Charges By-law, and is subject to availability.
- Cancellation of the ceremony after the pre-wedding consultation will result in a non-refundable fee as per the Town's current Fees and Charges By-law.
- Please note that the Marriage Officiant is not permitted to accept gifts of any type. It is our pleasure to take part in your special day!

Following the Ceremony, you and your spouse will receive:

- Copy of your vows;
- Congratulatory certificate, signed by the Mayor of the Town of Whitchurch-Stouffville; and
- Record of Solemnization of Marriage. (Please note that this document is *not* a Marriage Certificate.)

We recommend that you apply for a **Marriage Certificate** following your wedding, as some organizations require it as proof that your marriage was registered by the Province. Please wait approximately 10-12 weeks *after* the ceremony to apply. Application can be made online at [www.serviceontario.ca](http://www.serviceontario.ca).

**PLEASE NOTE: A booking is not confirmed until the Civil Marriage Ceremony Questionnaire is completed and returned to your Officiant and payment of all fees has been received.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Personal information on this form is collected under the authority of the Regulation 285/04, made under the Marriage Act, and will be used to assess criteria required to organize and execute a Civil Marriage Ceremony. Questions about this collection should be directed to the Council Coordinator, 111 Sandiford Drive, Stouffville, ON L4A 0Z8 (905) 640-1910 or 1-855-642-8697, ext 2222.