

## Schedule A – Civil Marriage Solemnization Booking Form

### 1. Applicant Information

Applicant 1 Full Legal Name: \_\_\_\_\_

Applicant 2 Full Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Ceremony Information

Requested Ceremony Date: \_\_\_\_\_ Requested Time: \_\_\_\_\_

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

Is the ceremony within Township boundaries?  Yes  No

Requested use of Municipal Council Chambers?  Yes  No

### 3. Marriage Licence Information

Marriage Licence Number: \_\_\_\_\_

Issuing Municipality / Issuer: \_\_\_\_\_

### 4. Witness Information

Witness 1 Full Name: \_\_\_\_\_

Witness 2 Full Name: \_\_\_\_\_

### 5. Interpreter

Is an interpreter required?  Yes  No

If yes, Interpreter Full Name: \_\_\_\_\_

### 6. Ceremony Selections

Selected Script:  1  2  3

Ring Exchange?  Yes  No

Personal Vows Requested?  Yes  No

**7. Declarations**

We acknowledge that:

- the ceremony is civil and non-religious in nature;
- a valid marriage licence must be provided before the ceremony can proceed;
- all applicable fees must be paid in advance, unless otherwise approved;
- the officiant may refuse, postpone, or discontinue the ceremony if legal or safety requirements are not met; and
- we have read and agree to comply with the Township’s Civil Marriage Solemnization Services Policy.

Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Date Received: \_\_\_\_\_

Fees Paid:  Yes  No Amount: \_\_\_\_\_

Booking Confirmed:  Yes  No

Officiant Assigned: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_