Civil Marriage Ceremony Agreement

Applicant and Joint Applicant consent:

1. The applicants 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.
2. The applicants 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 applicants.
3. The Municipal Facility may only be used for civil marriage ceremonies conducted by Municipal Staff.
4. All exits must be kept free from obstruction in case of fire.
5. The Ceremony Room will be available for a maximum of 30 minutes.
6. The applicants 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.
7. 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.
8. There is the option to hold your ceremony outside on the grounds of City Hall, weather permitting. Please keep the following in mind when considering an outdoor ceremony:
   a. all outdoor spaces are open to the public and we cannot control the foot traffic, loitering or noise;
   b. no sound system is used, and
   c. no seating is provided, other than the limited built in benches and tables

Ceremony Room, Suite 201

Outside on the grounds of City Hall

Please check the boxes that you have reviewed and agree to comply with the following:

- ☐ If there is a delay of more than 10 minutes beginning the ceremony it will be deemed necessary to reschedule the appointment to the next available time.
- ☐ No confetti, bubbles, rice, candles or incense are permitted.
- ☐ The Ceremony Room is a **scent free area**.
- ☐ No alcohol or stimulants are permitted prior to or during the ceremony by the applicants or their guests.
  **If the officiate feels someone is under the influence, they have the right to cancel the ceremony.*
- ☐ Food and drink are not permitted in the ceremony room.
- ☐ No music will be provided during the ceremony. You may quietly play music on your own speaker.
- ☐ Due to the civil nature of the service, there cannot be any religious connotation to the ceremony.

THE CITY OF WINDSOR
ONTARIO, CANADA

Civil Marriage Ceremony Application

ACVM /

Revised January 2026

REQUESTED CEREMONY DATE AND TIME

NOTE: Monday through Friday only, excluding holidays *availability is on a first come basis and not guaranteed

Preferred Date: _____ ☐ Prefer an outdoor ceremony, confirm day of

Preferred Time: ☐9:30am ☐10:15am ☐11:00am ☐11:45am ☐2:15pm ☐3:00pm ☐3:45pm

APPLICANT'S INFORMATION (PLEASE PRINT CLEARLY)

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

JOINT APPLICANT'S INFORMATION (PLEASE PRINT CLEARLY)

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

CEREMONY DETAILS AND CUSTOMIZATIONS

Script selection:
- ☐ Contemporary
- ☐ Modern
- ☐ Short & Sweet
- ☐ Traditional

Customization options

Optional poem title:

_____

Exchange personal words?

☐ Yes ☐ No

Referred to as:
- ☐ Husband/Wife
- ☐ Partners
- ☐ Spouses
- ☐ Husband/Husband
- ☐ Wife/Wife

Ring exchange
- ☐ Both Applicants
- ☐ No rings
- ☐ Only _____

End ceremony with a kiss?

☐ Yes ☐ No

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

Are staff witnesses required? ($25 fee, per witness) ☐ N/A ☐ 1 ☐ 2

Number of expected guests _____

Name of Witness(es)_____

_____ _____

Signature of Applicant Date Signature of Joint Applicant Date

Personal information contained on this form is collected under the authority of Section 24 of the Marriage Act, R. S.O. 1990, Chapter M3 and will be used for the purpose of performing a civil marriage ceremony. Questions regarding this collection should be directed to the Manager of Records & Elections, Freedom of Information Coordinator, 350 City Hall Sq. West-Suite 530, Windsor, ON N9A 6S1 or call (519) 255-6100 x6285.

CITY OF WINDSOR OFFICE USE ONLY

☐ Paid in Full ☐ Balance owing _____	Licence #: _____ Date issued _____ From Windsor or _____	Staff witness(es) required: 1 2 N/A	Translator required Yes No