



Civil Marriage Ceremonies at City Hall

1. Ceremonies will be conducted in the Council Chambers at City Hall, 500 George Street North, Peterborough, Ontario, on one Friday of each month, at 1:00 p.m., 2:00 p.m., 3:00 p.m. or 4:00 p.m. City Hall closes at 4:30 p.m., all guests must vacate the building at that time.
2. Fee: \$300.00 (cash or debit) payable one week from the date of booking. **Ceremonies reservations that are not paid for within one week will be cancelled and available for another couple.**
3. An administration fee of \$150 will be charged if the ceremony is cancelled at least 30 days prior to the scheduled date. No refund will be issued if the ceremony is cancelled less than 30 days from the date of the ceremony, or the applicant(s) do not show up for the ceremony. **No exceptions will be made to this policy.**
4. Applicants must obtain their marriage license from the City of Peterborough in advance of the ceremony to ensure that all paperwork is acceptable to the Clerk in order to proceed with the ceremony on the scheduled date.
5. Pre-ceremony meeting will take place within 30 days of the ceremony. This can be done on the same day the marriage license is obtained. Applicants must pre-book this appointment with the City Clerk or Deputy Clerk.
 - Both parties must be in attendance and provide photo identification
 - Marriage License to be obtained at this time
 - Name, address and telephone number of two witnesses must be provided at this time
6. The Council Chambers is reserved for 40 minutes. Plan to arrive at least 15 minutes prior to the ceremony to allow time to review any final details.
7. Alcohol or stimulants are not to be used by the celebrants or their witnesses prior to or during the ceremony. **If the Officiate believes that alcohol or other stimulants have been used, the ceremony will not proceed.**
8. In order to maintain the dignity of the marriage ceremony applicants attire and guests attire should be appropriate to the occasion.
9. Age of witnesses must be fourteen (14) years of age or older
10. Due to room size, a maximum of 50 guests shall be accommodated.
11. The taking of photographs is generally not permitted during the ceremony. An opportunity will be provided for photographs before the ceremony begins, during the signing of the register and when the ceremony is complete.
12. No smoking, candles, confetti, rice, bubbles etc. are allowed in or on the grounds of the municipal offices.
13. Minimal decorations (e.g. flowers or balloons) are permitted; however, such must be approved by the officiant in advance of the ceremony. Decorations may be placed 15 minutes prior to the ceremony and removed within 15 minutes of the conclusion of the ceremony.
14. Music is not provided in the Council Chambers.
15. The celebrants for the civil marriage ceremony will consent to defend and indemnify the City of Peterborough for any loss or damages incurred by their invitees. The celebrants shall agree that the City of Peterborough will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending City Hall on the invitation of the celebrants.
16. The celebrants shall be responsible for the conduct and supervision of all persons admitted to the Council Chambers and shall see that all regulations pertaining to the event are strictly followed.
17. The Council Chambers may only be used for civil marriage ceremonies conducted by municipal staff or designates appointed by the Clerk.
18. All exits must be kept free from obstruction in case of fire.
19. A wedding booking is not confirmed until full payment is made by cash or debit card and the policy for the provision of civil marriage ceremonies is signed during the pre-ceremony meeting. Please contact the City Clerk's office directly at 705-742-7771, Ext 1820 for further information.