

## **City of Peterborough Policies – Civic Marriage Ceremonies**

1. Ceremonies will be conducted in the at City Hall, 500 George Street North. City Hall closes at 4:30 p.m. and all guests must vacate the building at this time and doors will lock automatically.
2. Fee: \$325.00 + HST (cash, debit or credit) payable at the time of booking. Dates are only reserved once the fee has been paid in full and this agreement is completed by both parties.
3. An administration fee of \$125 will be charged if the ceremony is cancelled 21 days prior to the scheduled date. No refund will be issued if the ceremony is cancelled less than 21 days from the date of the ceremony, or the applicant(s) do not show up for the wedding ceremony.
4. Applicants must obtain an Ontario marriage license (from any municipality in the province), and it must be provided to the wedding officiant in advance of the ceremony.
5. A pre-ceremony meeting will take place with both applicants and the officiant. (This may be done on the same day the marriage license is obtained.) Applicants must pre-book this appointment with the wedding officiant who is performing the marriage ceremony. At the time of this meeting the names and addresses of the two witnesses to the marriage must be provided. Marriage ceremonies are scheduled on the hour. We ask that you and your guests be out of the wedding room 15 minutes before the next scheduled wedding takes place.
6. 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 may not proceed.
7. In order to maintain the dignity of the ceremony clothing shall be appropriate to the occasion.
8. The wedding officiant may request an interpreter at the ceremony (at the expense of the wedding couple), if there is a concern with language interpretation.
9. Weddings held at City Hall are civil ceremonies and no religious readings, vows or materials are permitted during the ceremony or displayed in the room.
10. Due to room size, a maximum of 50 guests can be accommodated in the Council Chambers. Ceremonies may not be performed outside on City grounds.
11. The taking of photographs, video taping, and/or livestreaming of the ceremony are permitted and are the responsibility of the wedding couple. If you choose to take photos in the lobby of City Hall, please be advised that all noise must be kept to a minimum as this is a work area.
12. No smoking, candles, confetti, rice, bubbles etc. are allowed in or on the grounds of the municipal offices. If the party wishes to have decorations, they must be approved in advance by the officiant and must be removed 15 minutes prior to the next wedding.

13. If music is desired, it must be arranged by the wedding couple. A computer is available and any music must be brought in on a memory stick or provided on an independent device which is to be operated by a member of the wedding party. Please keep in mind that this is an office building and music must not interfere with other city activities.
14. The celebrants for the civil marriage ceremony consent to defend and indemnify the City of Peterborough for any loss or damages incurred by their invitees. The celebrants 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.
15. The celebrants shall be responsible for the conduct and supervision of all persons admitted to the wedding room and shall see that all regulations pertaining to the event are strictly followed.
16. All exits must be kept free from obstruction in case of fire.
17. The only animals permitted in the ceremony room are service animals.