

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 5.07.ON
Section:	Employee Relations	Issued:	May 1, 2014
Subject:	CIVIL MARRIAGE SOLEMNIZATION	Effective:	
Issue to:	All Manual Holders		
		Replaces:	
Issued by:		Dated:	

1 POLICY

- 1.01 The onsite ceremony location may only be used for civil marriage ceremonies conducted by municipal staff or designates appointed by the Chief Administrative Officer/Clerk.
- 1.02 All exits must be kept free from obstruction in case of fire.
- 1.03 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.
- 1.04 In order to maintain the dignity of the marriage ceremony, applicants attire and guests attire should be appropriate to the occasion.
- 1.05 Age of witnesses must be eighteen (18) years of age or older.
- 1.06 Due to on site location size, a limited amount of seating is to be accommodated.
- 1.07 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.
- 1.08 No smoking, candles, confetti, rice, bubbles etc. are allowed in or on the grounds of the municipal offices.
- 1.09 Minimal decorations (e.g. flowers or balloons) are permitted; however, such must be approved by the officiate 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.
- 1.10 Music is not provided.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to provide the procedures that will be followed for Civil Marriage Ceremonies for the Township of Alnwick/Haldimand by the Clerk's Department and/or approved designate Officiate.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees of the Township of Alnwick/Haldimand whom conduct, or play a role in the conduction of, a civil marriage solemnization.
- 3.02 This Statement of Policy and Procedure also applies to all individuals who choose to have a civil marriage performed by the Township of Alnwick/Haldimand.

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4 RESPONSIBILITY

4.01 **The celebrants** shall be responsible for the conduct and supervision of all persons admitted to the property of the Township of Alnwick/Haldimand and shall see that all regulations pertaining to the event are strictly followed.

5 DEFINITIONS

5.01 **“Civil Marriage Solemnization”** means a marriage ceremony that is conducted by the Chief Administrative Officer/Clerk and/or a designate appointed by the Chief Administrative Officer/Clerk at the Township of Alnwick/Haldimand.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None.

7 PROCEDURE

7.01 The applicable Fee (cash, debit or cheque) of \$225.00 shall be paid 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.

7.02 A wedding booking is not confirmed until full payment is made by cash, debit card or cheque and the policy for the provision of civil marriage ceremonies is signed during the pre-ceremony meeting. Please contact the Municipal Clerk’s office directly at 905-349-2822, Ext 32 for further information.

7.03 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.

7.04 Applicants must obtain their marriage license from the Corporation of the Township of Alnwick/Haldimand in advance of the ceremony to ensure that all paperwork is acceptable to the Chief Administrative Officer/Clerk in order to proceed with the ceremony on the scheduled date.

7.05 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 Chief Administrative Officer/Clerk and/or designate Officiate. Both parties must be in attendance and provide photo identification. Marriage License is to be obtained at this time. Name, address and telephone number of two witnesses must be provided at this time.

7.06 The onsite ceremony location is reserved for forty (40) minutes. Plan to arrive at least fifteen (15) minutes prior to the ceremony to allow time to review any final details.

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7.07 The celebrants for the civil marriage ceremony will consent to defend and indemnify the Corporation of the Township of Alnwick/Haldimand for any loss or damages incurred by their invitees. The celebrants shall agree that the Corporation of the Township of Alnwick/Haldimand will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending the Municipal Offices on the invitation of the celebrants.

8 ATTACHMENTS
None.