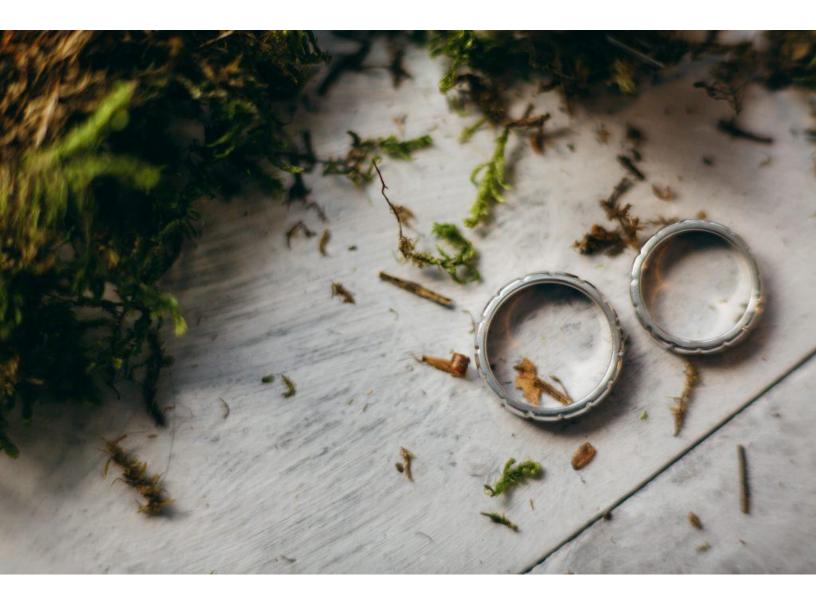
Town of Grimsby Ceremony Guide Ontario, Canada





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Table of Contents

Introduction	2
Applicant Checklist	3
Civil Marriage Guidelines	4
Common Questions	7
Marriage Certificate and Name Change	9
Town of Grimsby Ceremony Locations	10
Cancellation and Inclement Weather Policy	11
Civil Ceremony Vows	12
Next Steps & Summary	22

Introduction



A civil marriage ceremony in Ontario can be held at any location and tailored to your preferences. Whether it's a simple event at a municipal facility, an intimate gathering with loved ones, or a personal ceremony followed by a larger celebration, the Town of Grimsby and its officiants will ensure that your ceremony receives the attention and care it deserves.

Please refer to the following sections of the guide for more information:

- Applicant Checklist
- Civil Marriage Guidelines
- Common Questions
- Marriage Certificate and Name Change
- Town of Grimsby Ceremony Locations
- Pre-selected Civil Ceremony Options

Applicant Checklist



Book your civil marriage ceremony with the Town of Grimsby using the following checklist.



Review our Civil Marriages Guide.



Contact the Office of the Clerk to confirm Officiant availability for your preferred ceremony date and time.



Book an appointment to book and pay for your ceremony.

If you select a location other than Town Hall, book and pay for your Town facility through Community Servies online. Please discuss this option with your officiant to confirm availability.



Make arrangements for two (2) witnesses. Witnesses can be provided by the Town at the request of the applicant(s). Additional fees will apply.



Obtain a valid marriage licence in Ontario (valid for ninety (90) days from issuance). Should you wish to receive your licence from the Town of Grimsby, please apply online on the Town's website, Marriage Licence webpage and book an appointment for issuance.



Arrange for any desired music, videographer, or photographer. All equipment is the responsibility of the celebrants.



Advise your Town Officiant of your choice of vows at least one week prior to your ceremony date.

Civil Marriage Guidelines



General

- Civil marriage ceremonies may be conducted during select regular office hours (Monday to Friday, 10:00 am to 3:00 pm) or at off-site Town facilities at the discretion of the officiant. Additional fees will apply for off-site Town facilities.
- A civil marriage ceremony shall incorporate all mandatory declarations under the Marriage Act, with various options being made available through the Clerk's Office.
- Civil marriage ceremonies shall be secular, with no reference to God, a Supreme Being, or any religious connotations.
- Celebrants for a civil marriage ceremony agree to compensate the Town of Grimsby for any loss or damage caused by their guests.
- Celebrants shall agree that the Town of Grimsby will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending the civil marriage ceremony.
- Celebrants shall be responsible for the conduct and supervision of all ceremony attendees and ensure that all event regulations are followed.

Booking a Civil Marriage Ceremony

- Scheduling a civil marriage ceremony should be made with the Clerk's office at least two to four (2-4) weeks prior to the intended ceremony date. All efforts will be made to accommodate your desired ceremony date and time.
- Civil marriage ceremony fees are detailed in the Town of Grimsby Fees and Charges By-law.
 - Facility fees are also detailed in the Town of Grimsby Fees and Charges By-Law. Please refer to <u>Rates and Fees | Town of Grimsby</u> for more information.
- A civil ceremony booking shall be confirmed once the officiant availability has been confirmed and payment received in full.
- Celebrants shall advise the Clerk's office of any accessibility requirements prior to the date of the ceremony.

Civil Marriage Guidelines Cont'd



Witnesses and Interpreters

- Two (2) witnesses must be present at a civil marriage ceremony. The official witnesses must be fourteen (14) years of age or older.
- Municipal staff may act as witnesses, subject to an additional fee.
- The parties must supply an interpreter if they do not speak English and require language assistance if the Clerk/Designate deems it necessary.
- The interpreter cannot be one of the witnesses. Interpreters will be required to sign a declaration.

Location and Facilities (see page 10 for details)

- Town Hall will be available for a maximum of 45 minutes per ceremony. Rental fees will apply if the ceremony is held outside of Town Hall. Off-site Town facilities may have a longer rental period. Currently, the Town does not permit receptions in our parks after the ceremony. **Outdoor spaces remain open to the public.**
- Using confetti, rice, bubbles, candles, incense, etc., inside any municipal facility or on municipal property is prohibited. Food of any kind is prohibited at Town Hall. For food at other Town facilities, please discuss with your officiant and/or Community Services. Any breach of this provision shall result in the imposition of a cleaning fee.

Ceremony

- Celebrants are encouraged to arrive fifteen (15) minutes before the ceremony.
- Personal vows, readings and/or music may be permitted in addition to the mandatory declarations, subject to the approval of the Clerk's office.
- Cell phones must be turned off or silenced before the commencement of the ceremony.
- To maintain the ceremony's dignity, personal attire should be appropriate for the occasion, although formal attire is not required.

If any member of the party to be married and their witnesses are more than 15 minutes late, the Town reserves the right to reschedule the ceremony for another date and time. If the parties choose not to reschedule, fees are not refunded.

Civil Marriage Guidelines Cont'd



Decorations, Flowers, Music and Photography

- Music appropriate to the dignity of the occasion may be permitted and must be identified to the Clerk's office upon booking. Celebrants are responsible for providing the equipment.
- Photographs are permitted during the formal ceremony, subject to the discretion of the Officiant.
- Town-owned grounds may be used for photographs if the ceremony is held at a municipal facility.
- Celebrants may place floral arrangements and/or other decorations at Town Hall five (5) minutes before the ceremony under the approval of the Clerk's office.
 Decorations shall be removed immediately following the conclusion of the ceremony.

Drugs, Alcohol and Stimulants

- If the Officiant believes that alcohol and/or other stimulants have been used, the ceremony will not proceed.
- The Officiant has the authority to refuse to solemnize the civil marriage of any person(s) if they have reasonable grounds to believe the person(s) lack the capacity to marry by reason of being under the influence of alcohol and/or other stimulants.
- Smoking and vaping are prohibited in municipal facilities and on municipal property.
- Alcoholic beverages are prohibited in all municipal facilities and on municipal property.

If you are considering serving alcohol at the Carnegie Building, please consult with Community Services regarding the requirements for obtaining a liquor licence.

Common Questions



What documents are required for a civil marriage ceremony?

The applicants are required to obtain an Ontario marriage licence before the civil marriage ceremony. The licence is valid for ninety (90) days following the date of issue. A marriage licence may be obtained from the Town of Grimsby or any municipality in Ontario. To reserve the date and time of the civil marriage ceremony, the applicants must book an appointment with the Clerks department to pay for their ceremony.

Who may officiate the wedding?

In the Town of Grimsby, the Clerk and their designate(s) are appointed Officiants and may perform civil marriage ceremonies.

Can a friend or family member officiate the civil marriage ceremony?

In Ontario, a Judge or Justice of the Peace, Town or City Clerk and/or Religious Official may perform a civil marriage ceremony. A friend or family member who does not hold the above title cannot perform a legal ceremony. Subject to the approval of the Clerk/Designate, a friend and/or family member may join in the formal ceremony to perform a reading.

Can we get married on the weekend?

No. Currently the Town of Grimsby does not offer weekend ceremonies.

Does the Town of Grimsby offer "same-day service" for a ceremony?

The Town of Grimsby does not provide same-day service for civil marriage ceremonies. To ensure availability, requests should be submitted at least two to four (2-4) weeks before the desired ceremony date, or as otherwise arranged based on the Officiant's schedule. Please note that a marriage licence cannot be issued on the same day as the civil marriage ceremony.

Common Questions Cont'd



Are witnesses required for a civil marriage ceremony?

Yes, all celebrants require two (2) witnesses present during the ceremony. Witnesses must be at least fourteen (14) years of age and speak English or have a translator present. If no witnesses are available, the Town may supply one (1) or two (2) witnesses upon request. Additional fees will apply per witness.

May we include a reading from the Bible or a blessing during the ceremony?

The Officiant may not perform any type of religious ceremony in keeping with the spirit of the Marriage Act, which requires ceremonies to be "non-denominational."

Who registers our civil ceremony?

After the ceremony, all parties must sign the statement of marriage, record of solemnization (to be retained by the celebrants) and the Town's civil marriage ceremony record. The Officiant will ensure all documentation is forwarded to the Office of the Registrar General in Thunder Bay within two (2) business days to register your marriage with the Province of Ontario.

Marriage Certificate and Name Change



Receiving a Marriage Certificate from Service Ontario

A Marriage Certificate is the legal record of a marriage. It lists the date, location of the marriage and the names of the people who were married.

Before you can apply to obtain a Marriage Certificate, the marriage needs to be registered by the Province of Ontario. The officiant who performed the marriage will do this by sending a complete and signed marriage licence to the Office of the Registrar immediately following the ceremony. The registration process takes approximately 8-10 weeks after the license is filed; once processed, a Marriage Certificate can be ordered.

A Record of Solemnization is not the same as a Marriage Certificate.

To order a Marriage Certificate, wait 8 to 10 weeks following the ceremony and then complete the forms available at www.serviceontario.ca

Obtaining a Marriage Certificate is not required; however, individuals need this document in order to:

- Provide legal proof that they are married
- To apply for certain social benefits
- Settle an estate
- To assume your partner's last name

Changing Your Last Name After Marriage

It is not required to change your last name after marriage. A new name can be assumed straight away; however, for changes to official documents, a Marriage Certificate will be required for proof of marriage.

Should you or your spouse wish to change your/their last name, go to the Service Ontario website for more information.

www.ontario.ca/page/change-your-last-name

Town of Grimsby Ceremony Locations



Town Hall

Held in Council Chambers. Capacity: 20 people Seating is available. Cost: \$335.61

Centennial Park

One of Grimsby's largest green spaces, this park holds the perfect spot for an outdoor ceremony amongst its beautiful willow trees. Capacity: 30 people. Seating is not available. Cost: \$412.11 + park rental fee

Carnegie Building

A historic building and former library with hardwood floors, large windows and plenty of character. Capacity: 30 when using tables and chairs Amenities: Kitchenette, tables and chairs Cost: \$412.11 + facility rental fee (by the hour) and insurance

The Pumphouse Gazebo

This is for the Gazebo only, which offers lake views. Capacity: 20 people. Seating is not available. Cost: \$412.11 + park rental fee

Accessibility varies for each Town of Grimsby location. Please inquire upon booking.

Please contact the Office of the Clerk at (905)945-9634 or <u>marriage@grimsby.ca</u> to book.









Cancellation Fees

<u>Ceremonies at Town Hall</u>

A cancellation fee of \$127.50 will apply to any civil ceremony cancelled with less than two (2) business days' notice.

Ceremonies at Other Town Facilities, Including Parks

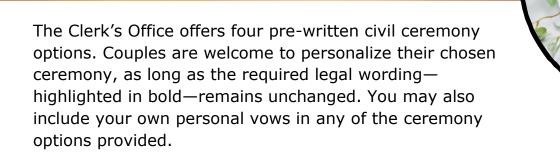
- A cancellation fee of \$127.50 will apply to any civil ceremony cancelled with less than two (2) business days' notice, and;
- 2. Facility and park rental fees are subject to the following cancellation schedule:
 - Sixty (60) or more days' notice: no charge
 - Fourteen (14) to fifty-nine (59) days' notice: 25% of the rental fee
 - Three (3) to thirteen (13) days' notice: 50% of the rental fee
 - Less than three (3) days' notice: 100% of the rental fee, including any applicable fees.

Inclement Weather

In the event of inclement weather that prevents the ceremony from taking place outdoors, the Town will pre-arrange a back-up location in the Council Chambers at Town Hall (160 Livingston Avenue), at no charge, for a 30-minute period.

The decision to relocate due to weather conditions will be made by the Officiant approximately four (4) to six (6) hours prior to the scheduled ceremony time. Couples will be notified of the change by email from their Officiant.

Civil Ceremony Vows



If you would like to use different vows, please speak with your officiant to ensure they can be included in the ceremony.

At the applicants' request, the Clerk's Office will utilize alternative gender-neutral language throughout the ceremony.

APPENDIX A

We are gathered together to witness the formal joining of Spouse 1 and Spouse 2 in legal matrimony according to the custom and law prevailing by the Government of the Province of Ontario.

Municipal Clerk to 1st person: Spouse 1, repeat after me, please:

"I do solemnly declare / that I do not know / of any lawful reason / why I, Spouse 1 / may not be joined / in matrimony to Spouse 2."

Municipal Clerk to 2nd person: Spouse 2, repeat after me, please:

"I do solemnly declare / that I do not know / of any lawful reason / why I, Spouse 2 may not be joined / in matrimony to Spouse 1."

Municipal Clerk to 1st person: Spouse 1, repeat after me, please:

"I call upon / these persons here present / to witness that I Spouse 1 / do take you Spouse 2 / to be my lawful wedded (husband/wife/spouse/partner)."

Municipal Clerk to 2nd person: Spouse 2, repeat after me, please:

"I call upon / these persons here present / to witness that I Spouse 2 / do take you Spouse 1 / to be my lawful wedded (husband/wife/spouse/partner)."

Municipal Clerk to 2nd person: Spouse 1, repeat after me, please:

"With this ring I thee wed / I shall love, honour and cherish thee / and this ring shall be / the symbol of my love."

Municipal Clerk to 2nd person: Spouse 2, repeat after me, please:

"With this ring I thee wed / I shall love, honour and cherish thee / and this ring shall be / the symbol of my love."

I, Municipal Clerk, by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you Spouse 1 and Spouse 2 to be (<u>husband and wife / partners in life / spouses / married</u>).

I wish you a long life, prosperity, and may the vows you made to each other today, sustain you forever.

You may kiss.

APPENDIX B

This couple has come here today to be joined in marriage. They have invited us to share in this celebration as they affirm their love before us and enter into the joys of marriage.

Marriage is not a single event but rather a developing process which is not to be undertaken recklessly or irresponsibly but rather maturely and honestly. Marriage is the faithful union between two persons, the result of which is the formation of a family unit whose members shall help, support and enjoy each other in good times and in bad times. It is this relationship these two persons wish to have declared and celebrated today.

Municipal Clerk to 1st person: Spouse 1, repeat after me, please:

"I do solemnly declare / that I do not know / of any lawful reason / why I, Spouse 1 / may not be joined / in matrimony to Spouse 2."

Municipal Clerk to 2nd person: Spouse 2, repeat after me, please:

"I do solemnly declare / that I do not know / of any lawful reason / why I, Spouse 2 / may not be joined / in matrimony to Spouse 1."

Municipal Clerk to 1st person: Spouse 1, repeat after me, please:

"I call upon these persons here / to witness that I Spouse 1 / do take you Spouse 2 / to be my lawful wedded (husband/wife/spouse/partner)."

Municipal Clerk to 2nd person: Spouse 2, repeat after me, please:

"I call upon these persons here / to witness that I Spouse 2 / do take you Spouse 1 / to be my lawful wedded (husband/wife/spouse/partner)."

Spouse 1, have you a ring?

This ring is a symbol of your marriage and a symbol of your love and of your life together. Please place it on the third finger of Spouse 2's left hand and repeat after me:

"This ring is my precious gift to you / as a measure of my love / and as a sign / that from this day forward / your every breath / shall be surrounded by my love."

Spouse 2, have you a ring?

This ring is a symbol of your marriage and a symbol of your love and of your life together. Please place it on the third finger of Spouse 1's left hand and repeat after me:

"This ring is my precious gift to you / as a measure of my love / and as a sign / that from this day forward / your every breath / shall be surrounded by my love."

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

I, Municipal Clerk, by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you Spouse 1 and Spouse 2 to be (<u>husband and wife / partners in life / spouses / married).</u>

You may kiss.

APPENDIX C

This couple, **Spouse 1** and **Spouse 2**, have come here today to be joined in marriage. The essence of this commitment is the taking of another person in his or her entirety as a lover, companion and friend. It is therefore a decision not to be entered into lightly but rather with great consideration and respect for both the other person and oneself.

Spouse 1 and **Spouse 2** have invited us to share in this celebration as they affirm their love before us, pledge their faith to one another and enter into the joys and privilege of marriage. Love is one of the highest experiences human beings can have and it can add depth of meaning to our lives. The day-to-day companionship, the pleasure in doing things together or in doing separate things but exchanging experiences, is a continuous and central part of what two people who love each other can share.

Marriage was established that two people have life-long companionship, that natural instincts and affections might be fulfilled in mutual love, that children should enjoy the security of family life, love and home.

Marriage symbolizes the intimate sharing of two lives, yet this sharing must not diminish but enhance the individuality of each partner. A happy marriage is one which is continually developing while growing in understanding of the other person. By growing together in love, it is possible to share not only the joys of life but the burdens of sorrow as well.

Spouse 1 and **Spouse 2**, your marriage is intended to join you in a relationship so intimate and personal, it will change your whole being. It offers you the hope and indeed the promise of a love that is true and mature. To attain such love, you will have to commit yourselves to each other freely and gladly for the sake of a richer and deeper life together.

Municipal Clerk to 1st person: Spouse 1, repeat after me, please:

"I do solemnly declare / that I do not know / of any lawful reason / why I, Spouse 1 / may not be joined / in matrimony to Spouse 2."

Municipal Clerk to 2nd person: Spouse 2, repeat after me, please:

"I do solemnly declare / that I do not know / of any lawful reason / why I, Spouse 2 / may not be joined / in matrimony to Spouse 1."

Municipal Clerk to 1st person: Spouse 1, repeat after me, please:

"I call upon / these persons here present / to witness that I Spouse 1 / do take you Spouse 2 / to be my lawful wedded (husband/wife/spouse/partner)."

To laugh with you in joy / To grieve with you in sorrow / To grow with you in love / To be faithful to you alone / As long as we both shall live / Spouse 2, do you accept?

Municipal Clerk to 2nd person: Spouse 2, repeat after me, please:

"I call upon / these persons here present / to witness that I Spouse 2 / do take you Spouse 1 / to be my lawful wedded (husband/wife/spouse/partner)."

To laugh with you in joy / To grieve with you in sorrow / To grow with you in love / To be faithful to you alone / As long as we both shall live / Spouse 1, do you accept?

Municipal Clerk to the 1st person: Spouse 1, do you have a ring? This ring is a symbol of your marriage and a symbol of your life together. Please place it on the third finger of Spouse 2's hand, and repeat after me please:

"This ring is my precious gift to you / as a measure of my love / and as a sign / that from this day forward / your every breath / shall be surrounded by my love."

Municipal Clerk to the 2nd person: Spouse 2, do you have a ring? This ring is a symbol of your marriage and a symbol of your life together. Please place it on the third finger of Spouse 1's hand, and repeat after me please:

"This ring is my precious gift to you / as a measure of my love / and as a sign / that from this day forward / your every breath / shall be surrounded by my love.

Spouse 1 and Spouse 2, we have heard your promise to share your lives in marriage.

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

It is now with pleasure, that I, Municipal Clerk, by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you Spouse 1 and Spouse 2 to be (husband and wife / partners in life / spouses / married).

You may kiss.

APPENDIX D

Good Afternoon. My name is <u>Officiant's Name</u> and I have the privilege of performing this marriage ceremony today. On behalf of Spouse 1 and Spouse 2, welcome and thank you for being here. They are delighted that you are here today to share in their joy during this wonderful moment in their lives.

By your presence, you are here to celebrate with them the love they have discovered in each other and you support their decision to commit themselves to one another for the rest of their lives.

Today their relationship changes. All of us know it will grow and become stronger and better. Indeed, this day is a day of hope. A day in which Spouse 1 and Spouse 2 demonstrate their commitment, devotion, and mutual respect, as well as their faith and love in one another. You who are gathered here as witnesses are called to continue your support and encouragement as they unite in marriage.

Spouse 1 and Spouse 2, would you please face each other and join hands...

Spouse 1, do you solemnly declare that you do not know of any lawful impediment why you may not be joined in matrimony to Spouse 2? *I do*

Spouse 2, do you solemnly declare that you do not know of any lawful impediment why you may not be joined in matrimony to Spouse 1? *I do*

Spouse 1, will you call upon these persons here present to witness that you do take Spouse 2 to be your lawful wedded (husband, wife, spouse, partner)? *I will*

Spouse 2, will you call upon these persons here present to witness that you do take Spouse 1 to be your lawful wedded (husband, wife, spouse, partner)? *I will*

Spouse 1, please repeat after me:

In the presence of our family and friends / I Spouse 1, / choose you Spouse 2 / to be my (wife / husband / spouse / partner), / To have and to hold / From this day forward, / For better or for worse, / For richer or for poorer, / In sickness and in health, / In joy and in sorrow, / To love and to cherish, / And to be faithful to you alone. / This is my solemn vow.

Spouse 2, please repeat after me:

In the presence of our family and friends / I Spouse 2, / choose you Spouse 1 / to be my (wife / husband / spouse / partner), / To have and to hold / From this day forward, / For better or for worse, / For richer or for poorer, / In sickness and in health, / In joy and in sorrow, / To love and to cherish, / And to be faithful to you alone. / This is my solemn vow.

And with these words spoken, Spouse 1 and Spouse 2, do you pledge to be true to one another, to respect each other, and to grow with each other through the years. No matter what you both may encounter together, do you vow here that this love will be your only love, and will you make your home in each other's hearts from this day forward. If so, please say "We will......"

We Will

Love isn't always perfect. It isn't a fairytale, or a storybook, and it doesn't always come easy. Love is overcoming obstacles, facing challenges, fighting to be together, holding on and never letting go. It is a short word, easy to spell, difficult to define, and impossible to live without. Love is work, but most of all, love is realizing that every hour, every minute, and every second was worth it because you did it together.

The rings you are about to exchange are symbols of your marriage.

Spouse 1, do you have a ring?

Please place it on the third finger of Spouse 2's hand, and repeat after me please: I give you this ring, / as a symbol of our marriage, / and a lasting reminder / of the vows made between us today. / I give you this ring as a promise / that I will love, honor, and cherish you, / at all times / and in all places.

And Spouse 2, do you have a ring?

Please place it on the third finger of Spouse 1's hand, and repeat after me please: I give you this ring, / as a symbol of our marriage, / and a lasting reminder / of the vows made between us today. / I give you this ring as a promise / that I will love, honor, and cherish you, / at all times / and in all places.

May the love which has brought you together continue to grow and enrich your lives. May you meet with courage the problems which arise to challenge you, and may your relationship always be one of love and trust. May the happiness you share today be with you always and may every word you have pledged here be a living truth in your lives.

Spouse 1 and Spouse 2, we have heard your promise to share your lives in marriage. We recognize and respect the vows you have made here this day before each one of us as witnesses.

It is now with pleasure, that I, officiant, by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you Spouse 1 and Spouse 2, to be (<u>husband</u> and wife / partners in life / spouses / married).

You may kiss.

Your Next Steps & Summary



We're so excited for you as you begin planning this wonderful moment in your lives! Here's a short summary to help you through the process — and remember, we're here to support you along the way.

1. Reach Out to the Town of Grimsby Clerk's Office

First, contact the Clerk's Office to check on available dates for your civil ceremony. We're happy to help you find the perfect time to celebrate your special day. Call us at (905)945-9634 or email us at marriage@grimsby.ca.

2. Choose Your Ceremony Location

You can choose to have your civil ceremony at Town Hall, or at one of our Town facilities. Whether you prefer the simplicity of Town Hall or a more personal setting, we're here to guide you through the options so you can select the one that feels right for you.

3. Apply for Your Marriage License

To make everything official, you'll need to apply for a marriage license. You can apply online with the Town of Grimsby at <u>www.grimsby.ca</u> or you can apply at another municipality. Please note if you apply at a different municipality, you will need to bring your marriage licence to your officiant at least 5 business days before your ceremony.

4. Book and Pay for Your Ceremony

Once you've confirmed your date and location, it's time to book your civil ceremony and handle the payment.

5. Pick Your Vows

Now comes the fun part! Take a look at the different vow options we've provided, or feel free to add your own personal touch.

"Marriage is about being on the same team — through the good days, the messy ones, and everything in between. It's about building a life together, full of shared moments, quiet support, and a whole lot of love." — Unknown



Inquires related to this guide and requests for alternate formats can be directed to:

The Corporation of the Town of Grimsby Attention: Clerk's Office Town of Grimsby, Municipal Building 160 Livingston Ave. Grimsby, Ontario L3M 0J5 marriage@grimsby.ca