

Civil Marriage Ceremonies

Guidelines & Procedures

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The Township of Southgate offers Civil Marriage Ceremonies performed by the Municipal Clerk or Designate(s). Please note that civil marriage ceremony requests are dependent on staff availability.

Requirements: A valid Province of Ontario marriage licence is required. Marriage licences can be obtained at the Clerk's Office and are available from most local municipalities in Ontario.

Witnesses: Couples must provide two witnesses (one for each partner) who must be present at the ceremony, preferably over the age of 16.

The Service: Civil Marriage Services will be provided by the Clerk's Office and officiated by the Clerk or Designate(s). The Civil Marriage Service will be a non-denominational and dignified ceremony, which adheres to the requirements of the Marriage Act for the Province of Ontario.

Civil marriages will be conducted in English only. Couples are responsible for bringing a language interpreter, if needed, for languages other than English. Couples who require a sign-language interpreter for the wedding booking and/or for the wedding ceremony must make their own arrangements.

Ceremonies are generally held in the Meeting Room at 185667 Grey Road 9, Dundalk, or at Council Chambers located at 123273 Southgate Road 12, Holstein, Monday - Friday 8:30am - 4:00pm, and are available by appointment only. Other dates, locations and times may be available upon request.

No confetti, rice, bubbles, etc. are permitted in the Meeting Room or Council Chambers or on municipal property. Smoking and/or use of candles are not permitted in or on Township property. If the ceremony is taking place outside of the Township Meeting Room or Council Chambers, the rules and restrictions on these matters will be subject to the requirements of the facility.

The determination as to whether photographs will be taken during the ceremony should be made during the consultation.

Alcohol or stimulants are not to be used by the applicants or their witnesses prior to or during the ceremony. If the Clerk or designate(s) has reason to believe that alcohol or other stimulants have been used, the ceremony will not proceed

If the Civil Ceremony is taking place within the Meeting Room, a maximum of 4 guests (not including witnesses) are permitted to attend. If the Civil Ceremony is taking place within the Council Chambers, a maximum of 20 guests (not including witnesses) are permitted to attend.

Fees: Refer to our Fees and Charges By-law for current fees. All fees are payable by cash, cheque, or debit at least 1 week prior to the ceremony.

Civil Marriage Ceremony - Contract

Applicant Information

	First Name	Last Name	Telephone Number	Email Address
Applicant				
Joint Applicant				

Ceremony Information

Date of Ceremony:	Time of Ceremony:
Ceremony Option #: (Choose from the different ceremony types on the following pages)	Number of guests:
Location of Ceremony:	

Applicant and Joint Applicant Consent

1. The applicants as the renters of the Meeting Room or Council Chambers for the civil marriage ceremony do hereby consent to defend and indemnify the Corporation of the Township of Southgate for any loss or damages incurred by the applicants or their invitees. The applicants agree that the Corporation of the Township of Southgate 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.
2. 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.
3. The Municipal Facility may only be used for Civil Marriage Ceremonies conducted by the Clerk or Designate(s).
4. All exits must be kept free from obstruction in case of fire.
5. The Municipal Facility will be available for a maximum of one hour only. Minimal decorating, i.e. flowers, balloons, etc., is permitted, however, must be approved by the officiate in advance of the ceremony. Decorating is allowed 15 minutes prior to the ceremony and taken down within 15 minutes afterwards. No, confetti, rice, bubbles, candles or incense are allowed in or on the grounds.
6. A civil ceremony booking is not confirmed until this agreement is completed and returned to the Clerk's office with payment in full.

Signature of Applicant _____ Date _____

Signature of Joint Applicant _____ Date _____

Ceremony 1

[Applicant 1] & [Applicant 2]

This couple has come here today to be joined in marriage, which is the voluntary union of two persons to the exclusion of all others. If any person can show just cause why they may not be lawfully joined together, let them speak now or forever hold their peace.

Marriage Officiate to the 1st person:
Repeat after me please. "I [Applicant 1] do solemnly declare that I do not know of any lawful impediment why I may not be joined in matrimony to [Applicant 2]."

Marriage Officiant to the 2nd person:
Repeat after me please. "I [Applicant 2] do solemnly declare that I do not know of any lawful impediment why I may not be joined in matrimony to [Applicant 1]."

Marriage is not a single event but rather a developing process, which is not to be undertaken recklessly or irresponsibly but 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 otherwise. It is this relationship which these two persons wish to have declared and celebrated.

Marriage Officiant to the 1st person:
Repeat after me please. "I call upon these persons, here present, to witness that I, [Applicant 1] do take you [Applicant 2] to be my lawful wedded [Intro/Reference]."

Marriage Officiant to the 2nd person:
Repeat after me please. "I call upon these persons, here present, to witness that I, [Applicant 2] do take you [Applicant 1] to be my lawful wedded [Intro/Reference]."

Marriage Officiant to the 1st person:
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 [Applicant 2 first name]'s left hand saying after me:
"With this ring, I thee wed. I shall love, honor and cherish thee and this ring shall be the symbol of my love."

Marriage Officiant to the 2nd person:
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 [Applicant 1 first name]'s left hand saying after me:
"With this ring, I thee wed. I shall love, honor and cherish thee and this ring shall be the symbol of my love."

Marriage Officiant:
I_____by the virtue of the powers vested in me by the Marriage Act and the Province of Ontario, do hereby pronounce you [Applicant 1] and [Applicant 2] to be married.

Ceremony 2

[Applicant 1] & [Applicant 2]

We are gathered at this place to witness the formal joining in the legal state of matrimony of this couple, according to the order and the custom prevailing, and under the authority given and provided by the Government of the Province of Ontario.

The state of matrimony, as understood by us, is a state ennobled and enriched by a long and honourable tradition of devotion, set in the basis of the law of the land, assuring each participant an equality before the law, and supporting the common rights of each party to the marriage.

Marriage is therefore not to be entered upon thoughtlessly or irresponsibly, but with a due and serious understanding and appreciation of the ends for which it is contracted, and of the material, intellectual and emotional factors which will govern its fulfillment.

Marriage Officiant to the 1st person:
Repeat after me please. "I do solemnly declare, that I do not know, of any lawful impediment, why I may not be joined in matrimony to [Applicant 2]."

Marriage Officiant to the 2nd person:
Repeat after me please. "I do solemnly declare, that I do not know, of any lawful impediment, why I may not be joined in matrimony to [Applicant 1]."

Marriage Officiant to the 1st person:
Repeat after me please. "I call upon these persons here present, to witness that I, [Applicant 1] do take you [Applicant 2] to be my lawful wedded {Intro/Reference}. 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.

Marriage Officiant to the 2nd person:
Do you accept? ("I do" – 2nd person responds)

Marriage Officiant to the 2nd person:
Repeat after me please. "I call upon these persons here present, to witness that I, [Applicant 2] do take you [Applicant 1] to be my lawful wedded [Intro/Reference]. 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.

Marriage Officiant to the 1st person:
Do you accept? ("I do" – 1st person responds)

Marriage Officiant to the 1st person:
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 [Applicant 2 first name]'s left hand saying 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."

Marriage Officiant to the 2nd person:
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 [Applicant 1 first name]'s left hand saying 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."

Marriage Officiant:
I_____by the virtue of the powers vested in me by the Marriage Act and the Province of Ontario, do hereby pronounce you [Applicant 1] and [Applicant 2] to be married.

Ceremony 3

[Applicant 1] & [Applicant 2]

We are meeting here today in the presence of these witnesses to formally join, in the legal state of matrimony, this couple, according to the customs and laws of the Province of Ontario.

Marriage is intended to solemnize the voluntary union between two persons, to create a relationship of mutual help, love and devotion, in good times and otherwise.

Therefore, if there is any one present who can show just cause why these two persons may not be lawfully joined together in matrimony, they should now declare it, or hereafter remain silent.

Marriage Officiant to the 1st person:
repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I [Applicant 1] may not be joined in matrimony to [Applicant 2]."

Marriage Officiant to the 2nd person:
Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I [Applicant 2] may not be joined in matrimony to [Applicant 1]."

Marriage Officiant to the 1st person:
Repeat after me please. "I call upon these persons, here present, to witness, that I [Applicant 1] do take you [Applicant 2] to be my lawful wedded [Intro/Reference]."

Marriage Officiant to the 2nd person:
Repeat after me please. "I call upon these persons, here present, to witness, that I [Applicant 2] do take you [Applicant 1] to be my lawful wedded [Intro/Reference]."

Marriage Officiant to the 1st person:
Have you a ring? Place the ring on the third finger of [Applicant 2 first name]’s left hand saying after me: "This ring I give you in token of the covenant made this day between us."

Marriage Officiant to the 2nd person
Have you a ring? Place the ring on the third finger of [Applicant 1 first name]’s left hand saying after me: "This ring I give you in token of the covenant made this day between us."

Marriage Officiant:
I_____by the virtue of the powers vested in me by the Marriage Act and the Province of Ontario, do hereby pronounce you [Applicant 1] and [Applicant 2] to be married.

Ceremony 4 – No Rings(s)

[Applicant 1] & [Applicant 2]

We are gathered together to witness the formal joining in the legal state of matrimony of this couple according to the custom and law prevailing by the Government of the Province of Ontario.

Marriage is the promise of hope between two people who love each other sincerely, who honour each other as individuals, and who wish to unite their lives and share the future together.

In this ceremony, [Applicant 1] and [Applicant 2] dedicate themselves to the happiness and well-being of each other, in the new life they now undertake.

[Applicant 1] and [Applicant 2] may you pledge to each other to be loving friends and partners in marriage. To talk and to listen, to trust and appreciate one another; to respect and cherish each other's uniqueness, and to support, comfort, and strengthen each other through life's joys and sorrows. May you promise to share hopes, thoughts, and dreams as you build your lives together. May your lives be ever intertwined, your love keeping you together. May you build a home that is compassionate to all, full of respect and honour for others and for each other.

Marriage Officiant to the 1st person:
Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I
[Applicant 1] may not be joined in matrimony to [Applicant 2]."

Marriage Officiant to the 2nd person:
Repeat after me please. "I do solemnly declare that I do now know of any lawful impediment why I
[Applicant 2] may not be joined in matrimony to [Applicant 1]."

Marriage Officiant to the 1st person:
Repeat after me please. "I call upon these persons, here present, to witness, that I [Applicant 1] do take you [Applicant 2] to be my lawful wedded [Intro/Reference]."

Marriage Officiant to the 2nd person:
Repeat after me please. "I call upon these persons, here present, to witness, that I [Applicant 2] do take you [Applicant 1] to be my lawful wedded [Intro/Reference]."

Marriage Officiant:
I_____by the virtue of the powers vested in me by the Marriage Act and the Province of Ontario, do hereby pronounce you [Applicant 1] and [Applicant 2] to be married.

Ceremony 5 – No Ring(s)

[Applicant 1] & [Applicant 2]

We are gathered at this place to witness the formal joining in the legal state of matrimony of this couple, according to the order and the custom prevailing, and under the authority given and provided by the Government of the Province of Ontario.

The state of matrimony, as understood by us, is a state ennobled and enriched by a long and honourable tradition of devotion, set in the basis of the law of the land, assuring each participant an equality before the law, and supporting the common rights of each party to the marriage.

Marriage is therefore not to be entered upon thoughtlessly or irresponsibly, but with a due and serious understanding and appreciation of the ends for which it is contracted, and of the material, intellectual and emotional factors which will govern its fulfillment.

Marriage Officiant to the 1st person:
Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I may not be joined in matrimony to [Applicant 2] ."

Marriage Officiant to the 2nd person:
Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I may not be joined in matrimony to [Applicant 1] ."

Marriage Officiant to the 1st person:
Repeat after me please. "I call upon these persons here present to witness that I, {Applicant 1} do take you to be my lawful wedded [Intro/Reference]."

Marriage Officiant to the 2nd person:
Repeat after me please. "I call upon these persons here present to witness that I, [Applicant 2] do take you to be my lawful wedded [Intro/Reference]."

Before introducing you for the first time as a married couple, I would like us to reflect upon these words:

Let your home be your haven of peace in the midst of a busy and businesslike world; let your relationship be one of complete truth and understanding between you both; respect the confidences of your partner in this marriage, and by growing together in love, it is possible to share not only the joys of life, but the burdens of sorrow as well.

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.

Marriage Officiant:
I_____by the virtue of the powers vested in me by the Marriage Act and the Province of Ontario, do hereby pronounce you [Applicant 1] and [Applicant 2] to be married

Opening Options

1: _____ and _____ have come here today, to be joined in marriage under the authority given and provided for by the government of the Province of Ontario. They have invited us to share in this celebration, as they affirm their love before us and enter into the joys of marriage.

2: Marriage is a commitment to life. The best that two people can find and bring out in each other. It offers opportunities for sharing and growth that no other relationship can equal. It is a physical and an emotional joining that is promised for a lifetime. _____ and _____ have invited us to share in this celebration as they enter into marriage, to witness as they pledge their love and care for each other in marriage, as they make this promise to each other and join their hearts and souls in matrimony.

3: Welcome and thank-you for sharing in this special occasion as we witness the celebration of ___ and ___ in the unity of marriage. Love is one of the highest experiences we human beings can have and it can add depth and meaning to our lives. The day to day companionship, the pleasure in doing things together, or in doing separate things and exchanging those experiences, is a continuous and central part of what two people who love each other can share. Marriage was established so that two people might have life-long companionship, so that natural instincts and affections might be fulfilled in mutual love and so that the security of family, life, love and the home may be enjoyed.

4: _____ and _____ have come here today of their own free will to be joined in marriage. 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 with and understanding each other and as you come into this marriage being united as spouses, and as you affirm your faith and love for one another, we ask that you always cherish each other as special and unique individuals and allow this marriage to be strengthened every day forward by your love and respect for each other.

Closing Options

1: _____ and ____ as we end this celebration, may you always find happiness in your union. May you live faithfully together, executing the vows that you have made to each other, and may you ever remain compassionate and encouraging through the years which will come to enrich you both with the joys and surprises that life provides. In so much as the two of you have agreed to live together in the covenant of matrimony, have promised your love for each other by these vows, the joining of your hands and the giving of these rings, it gives me great pleasure to declare and pronounce, by virtue of the powers vested in me by the Marriage Act of the Province of Ontario, that you are now husband and Wife / Married Partners. You may now kiss to seal your vows.