



**middlesex**  
centre  
*in the centre of it all*



# **Civil Marriage Ceremony Information and Planning Package**

**Municipality of Middlesex Centre**

## Welcome!

We are so pleased that you are considering making Municipality of Middlesex Centre part of your marriage celebration. From marriage licensing to civil ceremonies, we are to make your wedding simple, heartfelt and unforgettable.

Please take a look through this package, and don't hesitate to reach out with any questions.

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## Marriage Licences

Every marriage in Ontario requires a Marriage Licence before the ceremony takes place.

Licences are issued at the Middlesex Centre Municipal Office at 10227 Ilderton Rd. in the community of Coldstream from Monday to Friday, 8:30 am to 4:00 pm.

An appointment is required to obtain a marriage licence. To schedule an appointment, contact the Municipal Clerk at 519-666-0190 or [clerk@middlesexcentre.ca](mailto:clerk@middlesexcentre.ca).

Be sure to read the following information to ensure you have the information when applying for a licence.

### Application

- ✧ A Marriage Licence Application form must be completed and signed by both parties to the marriage.
- ✧ The form must be submitted in person by the applicant and/or joint applicant with the appropriate documents.
- ✧ You can find the form at [middlesexcentre.ca/weddings](http://middlesexcentre.ca/weddings) under the “Application” tab.
- ✧ If you any assistance with this form, please contact the Office of the Clerk at 519-666-0190 or [clerk@middlesexcentre.ca](mailto:clerk@middlesexcentre.ca).

### Fee

- ✧ The fee for a marriage licence is \$150. We can accept cash, debit, certified cheque, or money order. We do not accept credit.

### Age Requirements

- ✧ Applicants must be 18 years of age to obtain a licence.
- ✧ Applicants who are 16 or 17 years of age must have both parents' consent (or parent with custody of minor).
- ✧ No person under the age of 16 years may be married.

## MARRIAGES AT MIDDLESEX CENTRE

### Identification Requirements

- ✧ Two pieces of original identification are required for both applicants.
- ✧ One piece of identification MUST be a birth certificate, any change of name certificate, current passport, record of immigrant landing, Canadian Citizenship card or adoption papers.
- ✧ Second piece of identification MUST be photo identification (e.g., Driver's License).

### Remarriage after Divorce

#### Canadian Divorce

- ✧ If a previous marriage was dissolved or annulled within Canada, the original or court certified copy of the Decree Absolute or Certificate of Divorce must be submitted.
- ✧ A divorce judgment is not acceptable.
- ✧ Certified copies may be obtained from the court which granted the divorce. Photocopies are not acceptable.
- ✧ All documents will be returned.

#### Foreign Divorce

- ✧ If a divorce was granted outside of Canada, additional forms must be completed. Please contact the Municipal Clerk for additional information.

## Civil Marriage Ceremony Checklist

- Obtain a valid marriage licence in Ontario  
(valid for three months from issue date)
- Review Civil Marriage Ceremony Guidelines
- Complete and submit the Civil Marriage Ceremony agreement to the municipal office
- Pay all required fees in accordance with this package
- Confirm the ceremony location
- Arrange for two witnesses (minimum age is 16)
- If required, arrange for an interpreter for the ceremony

## Civil Marriage Requirements

### Who can perform a legal marriage ceremony in Ontario?

For your marriage to be valid, it must be performed by an authorized marriage officiant under Ontario's [Marriage Act](#).

A municipal clerk and/or their delegate can perform civil marriages in Ontario.

### Who is eligible to get married?

To be eligible to marry in Ontario, you must:

- ✧ Be unmarried or, if previously married, had the marriage dissolved or annulled.
- ✧ Be able to freely and willingly consent.
- ✧ Be at least 18 years of age, or if you are 16 or 17 years old, have written consent from your parents or legal guardians, or a court order (unless you are widowed or divorced).
- ✧ If one or both of you are under 18 years of age, you will need to download and complete the [Consent of Parents or Guardians to Marriage form](#) and do one of the following:
  - Have all parents or legal guardians swear or affirm the form before a commissioner for taking affidavits. Bring the completed and sworn or affirmed form with you when you pick up your marriage licence.
  - Bring your parents or legal guardians with you when picking up your marriage licence to have the form sworn or affirmed in person.

### Legal Requirements

Marriage Officiants have been trained to solemnize civil marriages. The Municipality's Civil Marriage Service is a non-denominational and dignified ceremony, which adheres to the requirements of the Marriage Act for the Province of Ontario.

## Civil Marriage Ceremony Details

### Booking your Civil Ceremony

A request for a ceremony should be received at least five days prior to the date of the ceremony; special circumstances may permit ceremonies to be held within two days of a request, as determined by the Officiant.

### Ceremony Length

The Ceremony lasts approximately 15-20 minutes, depending on the package chosen. This includes the signing of the registry and any other administrative items.

### Language

Civil Marriage Ceremonies are available in English only. If you require a translator, please contact the Office of the Clerk at [clerk@middlesexcentre.ca](mailto:clerk@middlesexcentre.ca).

### Officiant

The Municipal Clerk, Deputy Clerk, or Designate can perform civil ceremonies on Monday to Friday between 9:00 a.m. and 3:30 p.m., depending on availability.

### Witnesses

Two (2) witnesses are required for the civil ceremony. There is no minimum age requirement for a witness; however, it is recommended they be at least sixteen (16) years of age to understand and appreciate what is taking place. If you are unable to provide your own witnesses, the Municipality can provide witnesses for a fee.

### Decorations

Decorations are not permitted at any of our locations. Participants, attendants, and guests can bring flowers; however, they must be removed by the wedding party upon completion of the ceremony.

### Rehearsals

Rehearsals are not offered.

## Ceremonies Available

You may choose one of the two (2) ceremony scripts available.

### Script 1

#### *Officiant's Opening Remarks*

Good afternoon and welcome. We are gathered here today to celebrate the love that **(Name 1)** and **(Name 2)** have found for one another and to witness their joining together in matrimony.

**(Name 1)** and **(Name 2)**, do you, with your witnesses, present yourselves willingly and of your own accord to be joined in marriage?

Both respond together: We do.

#### *Legal Declaration*

Officiant to ask each party:

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

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

#### *Exchange of Vows*

Please repeat after me **Name 1**: I call upon these persons here present to witness that I, **Name 1**, do take you, **Name 2**, to be my lawful wedded spouse; to laugh with you in joy, to grieve with you in sorrow, to encourage when in doubt, to grow with you in love, to be faithful to you alone, as long as we both shall live.

Please repeat after me **Name 2**: I call upon these persons here present to witness that I, **Name 2**, do take you, **Name 1**, to be my lawful wedded spouse; to laugh with you in joy, to grieve with you in sorrow, to encourage when in doubt, to grow with you in love, to be faithful to you alone, as long as we both shall live.

## MARRIAGES AT MIDDLESEX CENTRE

### *Additional Promises*

Officiant to ask each party:

**Name 1**, do you take **Name 2** to be your partner for life? Do you promise to walk by their side forever, and to love, help, and encourage them in all that they do? Do you promise to take time to talk with them, to listen to them, and to care for them? Will you share their laughter and their tears, as their partner and best friend? Do you, in front of these witnesses, take **Name 2** as your lawfully wedded spouse for now and forevermore? Response: I do.

**Name 2**, do you take **Name 1** to be your partner for life? Do you promise to walk by their side forever, and to love, help, and encourage them in all that they do? Do you promise to take time to talk with them, to listen to them, and to care for them? Will you share their laughter and their tears, as their partner and best friend? Do you, in front of these witnesses, take **Name 1** as your lawfully wedded spouse for now and forevermore? Response: I do.

### *Exchange of Rings (Optional)*

I give you this ring as a symbol of my love and my lifelong commitment to you. With this ring, I thee wed.

### *Closing Remarks & Declaration of Marriage*

**Name 1** and **Name 2**, you have consented together in matrimony, pledged your vows to each other, and exchanged rings as tokens of your love and commitment. It is at this time that I am happy to announce that I, **Officiant Name**, by virtue of the powers vested in me by the Marriage Act of Ontario, do hereby pronounce you **Name 1** and **Name 2** to be married. Congratulations! You may seal your vows with your first kiss as a married couple.

### *Signing of the Marriage Licence and Register*

At this time, the wedded parties and their witnesses will sign the Official Marriage Register and Marriage Licence. This normally takes a minute or two.

## Script 2

### *Officiant's Opening Remarks*

Welcome, family and friends. We are gathered here today to witness and celebrate the union of **Name 1** and **Name 2** in marriage. Today marks the beginning of a new chapter in their lives.

### *Legal Declaration*

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

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

### *Exchange of Vows*

**Name 1**, please repeat after me: I promise to share my life with you, to stand by your side through all challenges, and to cherish you always.

**Name 2**, please repeat after me: I promise to share my life with you, to stand by your side through all challenges, and to cherish you always.

### *Exchange of Rings*

With this ring, I give you my heart, my soul, and my love for all time.

### *Closing Remarks*

By the authority vested in me, I now pronounce you married. You may kiss to seal your vows.

## Changes or Cancellations

Changes to date and/or time are permitted once, provided the change or cancellation is received at least two business days prior to the originally scheduled date and time

## MARRIAGES AT MIDDLESEX CENTRE

### Fees

Item	Price
Marriage Licence	\$150.00
Civil Marriage Ceremony	\$325.00 + HST
Civil Marriage Ceremony Witness	\$25.00/each
Marriage Package (Licence and Ceremony – no witnesses)	\$450.00 + HST (\$25.00 savings)
Complete Marriage Package (Licence, Ceremony and Witnesses)	\$475.00 + HST (\$50.00 savings)

*Fees are subject to change.*

## Important Items to Note

- ❖ Alcohol or stimulants are not to be used by the participants, guests, or any member of the wedding party prior to or during the ceremony. If the Officiant has reason to believe that alcohol or other stimulants have been used, the ceremony will not proceed.
- ❖ If you require a larger venue or reception space, rental fees will apply for other municipal facilities. Arrangements for booking these facilities must be made by the participants.
- ❖ The taking of photographs is permitted during the ceremony. Videotaping of the ceremony may also be permitted, subject to certain limitations at the discretion of the Officiant.
- ❖ Confetti or rice is not permitted in the Council Chambers or on municipal property. Smoking, alcoholic beverages, and the use of candles are also not permitted in or on municipal property.
- ❖ The applicants are responsible for the conduct and supervision of all persons admitted to the Council Chambers and on municipal grounds for their ceremony and must ensure that all regulations pertaining to the event are strictly followed.
- ❖ The Council Chambers may only be used for civil marriage ceremonies conducted by a Municipality of Middlesex Centre Marriage Officiant. The Council Chambers will only be made available for a maximum of thirty (30) minutes per ceremony.
- ❖ Following the ceremony, you and your spouse will receive a record of Solemnization of Marriage (please note that this document is not a Marriage Certificate).
- ❖ We recommend that you apply for a Marriage Certificate following your ceremony, as some organizations require it as proof that the Province registered your marriage. Please wait approximately 10 to 12 weeks after the ceremony to apply. Applications can be made online at: [www.serviceontario.ca](http://www.serviceontario.ca).

## Ceremony Locations

### Municipal Council Chambers/Outdoor Space (0-20 Guests)

10227 Ilderton Road, Ilderton, Ontario, N0M 2A0

- ❖ One (1) photo may be displayed on chamber TVs. Photo must be received at least 24 hours in advance and approved by the municipal clerk
- ❖ Wheelchair accessible
- ❖ Seating for guests provided
- ❖ On-site washrooms available



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### Poplar Hill Park (Outdoor/Gazebo/Log Cabin) (0-40 Guests)

24375 Poplar Hill Rd, Ilderton, Ontario, N0M2A0

- ✧ The use of bubbles for the ceremony is permitted
- ✧ Grounds contain a log cabin, gazebo and green space for ceremony locations
- ✧ Seating for guests is not included

Please note that if there is inclement weather on the day of your wedding, the ceremony will instead take place in the Council Chambers



## Frequently Asked Questions

### What items are needed for a Civil Marriage Ceremony?

Before the Civil Marriage Ceremony, you must have completed and paid for your Ontario Marriage Licence (valid for three (3) months from the date of issue). You should also have completed the Booking Agreement Form with staff at the Municipal Office. If you wish to participate in a ring exchange, please bring your rings.

### Where can we hold our wedding?

Our Marriage Officials can perform ceremonies at the Municipal Council Chambers or Poplar Hill Park, based on officiant and location availability.

### Do you have venues for receptions?

If you are looking for reception space in Middlesex Centre, please see our list of community centres and park pavilions at [middlesexcentre.ca/parks](http://middlesexcentre.ca/parks) or contact the Booking Desk at 519-601-8022 or [bookafacility@middlesexcentre.ca](mailto:bookafacility@middlesexcentre.ca).

Rental fees will apply for other municipal facilities. Arrangements for booking these facilities must be made by the participants.

### Do we have to purchase our Marriage License in the Municipality of Middlesex Centre to be married in Middlesex Centre?

No. You may purchase a Marriage Licence anywhere in the Province of Ontario and be married anywhere within Ontario. Just remember to bring your licence with you on the day of the ceremony.

### Are witnesses required for a Civil Marriage Ceremony?

Yes, all couples must have two (2) witnesses present during the ceremony. If you are unable to provide witnesses, the Municipality can arrange for witnesses (subject to a fee) with 48 hours' notice.

## MARRIAGES AT MIDDLESEX CENTRE

### May we include readings from the Bible or have a Blessing at our ceremony?

While the Marriage Officiant may not perform any type of religious ceremony, in keeping with the spirit of the Ontario Marriage Act which requires civil ceremonies to be “non- denominational,” couples may have someone other than the Officiant provide a reading or a blessing. Please discuss this with your officiant prior to selecting your script.

### Will Marriage Officiants marry same-sex partners?

Yes. The Municipality of Middlesex Centre is committed to providing an inclusive and safe space for celebrating your commitment to one another through marriage.

### Who registers our Civil Marriage?

After the ceremony, all parties must sign the Record of Solemnization (retained by the couple) and the Statement of Marriage, both included on the license. The Marriage Officiant will ensure all documentation is forwarded to the Office of the Registrar General within two (2) business days to register your marriage with the Province of Ontario.

### How do we order our Marriage Certificate?

To order your Marriage Certificate, you must complete a Marriage Certificate Request Form and submit payment to the province. The form can be found here: <https://forms.mgcs.gov.on.ca/en/dataset/007-11078>.

### Can we get married on a weekend?

At this time, all civil ceremonies take place Monday to Friday between 9:00 a.m. and 3:30 p.m.

### Does the Municipality offer “same-day service” for a civil ceremony?

The municipality does not generally offer same-day ceremonies.

## MARRIAGES AT MIDDLESEX CENTRE

**Do we need to purchase our Ontario Marriage Licence in the Municipality of Middlesex Centre to be married in the Municipality of Middlesex Centre?**

No. An Ontario Marriage Licence may be obtained anywhere in the Province of Ontario. Please note that Marriage Licences are only valid for three (3) months from the date of issue.

**I am a transgender/non-binary person and no longer identify with the name I was given at birth. Do I have to use my birth name during the ceremony?**

If you have legally changed your name, you are permitted to use that name on all documents and during the civil ceremony. If you have not legally changed your name, you are required to sign your legal name on all official paperwork; however, you may use your chosen name during the ceremony. Please advise the Officiant of how you wish to be addressed, including your pronouns.

## Contact Us

If you have any questions or want to move forward with booking your marriage licence or civil ceremony, you can reach us at:

Office of the Clerk  
Municipality of Middlesex Centre  
10227 Ilderton Rd., Ilderton, ON, N0M 2A0  
Tel: 519-666-0190  
Email: [clerk@middlesexcentre.ca](mailto:clerk@middlesexcentre.ca)  
Web: [middlesexcentre.ca/weddings](http://middlesexcentre.ca/weddings)