

# Town of Ajax

## Civil Marriage Ceremony

### BOOKING AGREEMENT



#### APPLICANT INFORMATION:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Marriage \_\_\_\_\_ Time of Ceremony \_\_\_\_\_ p.m.

Anticipated Number Attending \_\_\_\_\_ Contact Telephone No. \_\_\_\_\_

Contact Email: \_\_\_\_\_

1. SMOKING, CANDLES, CONFETTI OR RICE are not allowed in or on the property.
2. The Celebrants, as the renters of the Council Chambers for the civil marriage ceremony, do hereby consent to defend and indemnify the Town of Ajax for any loss or damages incurred by their invitees. The Celebrants agree that the Town of Ajax will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending on the invitation of the Celebrants.
3. The renter shall be responsible for the conduct and supervision of all persons admitted to the Council Chambers and shall see that all regulations pertaining to the event are strictly followed.
4. Council Chambers may only be used for civil marriage ceremonies conducted by Town of Ajax Municipal staff.
5. Council Chambers will be available for a maximum of 45 minutes for the scheduled marriage ceremony.
6. A meeting shall be held with the Officiant two weeks prior to the ceremony.
7. Music deemed by the Officiant to be appropriate to the occasion will be allowed.
8. Changes to date and/or time are allowed the first time at no additional charge, provided that the Council Chambers and the officiant are available. Each additional change is \$50. **Requests to change date and/or time must be received a minimum of two weeks prior to the original scheduled ceremony date and time.**
9. Please note: a Civil Marriage Ceremony booking can be cancelled up to one week prior to the ceremony. All cancellations are subject to a non-refundable fee of \$50.00. If cancelling with less than one weeks' notice, the full cost of the marriage ceremony is **non refundable**.
10. Both parties must be in attendance **at least 10 minutes** before the scheduled time of the marriage ceremony. If not, the wedding ceremony may have to be rescheduled to a time convenient to the Town of Ajax and the Officiant.
11. **A BOOKING IS NOT CONFIRMED UNTIL THIS AGREEMENT IS COMPLETED AND RETURNED TO THE MUNICIPAL CLERK'S OFFICE TOGETHER WITH FULL PAYMENT.**

Signature of Applicant(s): \_\_\_\_\_ and \_\_\_\_\_

Date: \_\_\_\_\_



[ajax.ca/civilceremony](http://ajax.ca/civilceremony)

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