

Town of Ajax

Civil Marriage Ceremony

BOOKING AGREEMENT



APPLICANT INFORMATION:

First Name _____ Last Name _____

First Name _____ Last Name _____

Email Address _____

Date of Marriage _____ Time of Ceremony _____ p.m.

Anticipated Number Attending _____ Contact Telephone No. _____

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 at no additional charge, provided that the Council Chambers and the Officiant are available. **Request to change date and/or time must be received in writing 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 week's 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

This content is available in alternative formats upon request by contacting 905-683-4550 or email contactus@ajax.ca

