

**TOWNSHIP OF HOWICK  
GUIDELINES FOR THE PROVISION OF  
CIVIL MARRIAGE CEREMONY**

1. Civil Ceremonies without religious connotations will be conducted by a marriage commissioner appointed by the Township of Howick. Ceremonies can take place at either:
  - a) the Township of Howick Council Chambers, 44816 Harriston Road, Gorrie, Ontario during regular business hours;
  - or
  - b) at an alternate agreed upon location of your choice that is of a professional and conducive setting for a ceremony and has been approved by the marriage commissioner, on week nights, Saturdays or Sundays depending upon commissioner availability.
2. A completed Marriage Commissioner Booking Agreement must be submitted with full payment at least ten (10) business days prior to the date of the ceremony.
3. Pre-ceremony meeting (approximately 30 minutes)
  - scheduled for at least five (5) days prior to the ceremony
  - both parties must be in attendance and provide photo identification
  - Marriage Commissioner Booking Agreement will be reviewed
  - witness information, (names, birth dates), provided to commissioner
  - if specific vows are to be included, please provide commissioner with a written copy
  - Marriage licence to be presented (date of issue must be within 3 months of ceremony)
  - music selections and decorations, if any, will be discussed and approved by commissioner
  - number of guests confirmed
4. Fee of \$300 + HST for ceremony in Council Chambers during regular business hours or \$350 +HST for ceremony outside of regular business hours or in an alternate location. A rehearsal fee of \$50 + HST, as well as mileage at the current Township rate for locations outside of Howick Township can be added, if applicable. Payment can be made by cash, debit, certified cheque or online payments and must be received by the municipal office at the time of booking.
5. Changes to date and/or time are allowed at no additional charge provided that the location and officiant are available. An administration fee of \$25 + HST will be charged if the ceremony is cancelled prior to the scheduled date. No refund will be issued if the ceremony is cancelled on the day of the ceremony or if the applicant(s) do not show up for the ceremony.

6. Alcohol or stimulants are not to be used by the celebrants or their witnesses prior to or during the ceremony. The ceremony will not proceed if the marriage commissioner believes that alcohol or stimulants have been used.
7. Clothing should be appropriate for the occasion in order to maintain the dignity of the ceremony.
8. A maximum of 20 guests can be accommodated in the Howick Council Chambers.
9. Minimal decorations are permitted in the Howick Council Chambers and may be placed 15 minutes prior to the ceremony and removed within 15 minutes of the conclusion of the ceremony.
10. Photographs will not be permitted during the ceremony. An opportunity will be provided for photos before the ceremony begins, during the signing of the register and when the ceremony is complete. Video recording of the ceremony is permitted in a discreet agreed upon location.
11. The ceremony will take approximately thirty (30) minutes. Plan to arrive at least 20 minutes prior to the ceremony to allow time to review final details.
12. Cell phones must be turned off prior to the commencement of the ceremony until all documents are signed and witnessed.

NOTES:

- There is no minimum age requirement for a witness however it is suggested they should be at least 16 years of age as a witness must be able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required.
- The Record of Solemnization of Marriage given at the ceremony is not a legal record. Approximately 12 weeks after the ceremony you may apply to the Office of the Registrar General to obtain an official Certificate of Marriage. The appropriate form is included with the licence application package.