



Township of Howick
Marriage Commissioner Booking Agreement

Instructions: Fill out, print, sign/
date and email to:
clerk@howick.ca

Name of 1st Applicant: _____

Name of 2nd Applicant: _____

Primary contact will be: _____

Mailing Address: _____

Home Tel: _____ Cell: _____

Email Address: _____

Wedding Date (month/day/year): _____ Time of ceremony: _____

Wedding Location: Council Chambers *or* 911 address of wedding venue: _____

of km from Howick Township Office _____ (44816 Harriston Road Gorrie, ON)

Date of rehearsal, if applicable (month/day/year): _____

1. Smoking, candles, confetti, bubbles, rice etc. are not allowed in or on Howick property.
2. The celebrants, as the renters of the Howick Council Chambers for the Civil Marriage Ceremony, do hereby consent to defend and indemnify the Township of Howick for any loss or damages incurred by their invitees. The celebrants agree that the Township of Howick will not be held responsible for personal injury or damage, nor for the theft or loss of personal property of anyone attending on the invitations of the celebrants.
3. The renter shall be responsible for the conduct and supervision of all persons admitted to the Howick Council Chambers and shall see that all regulations pertaining to the event are strictly followed.
4. Howick Council Chambers may only be used for the civil marriage ceremonies conducted by municipal staff or duly authorized delegated individuals.
5. All exits must be kept free from obstruction in case of emergency.
6. The Council Chambers will be available for a maximum of one and a half (1.5) hours only. Minimal decorating (i.e. flowers, balloons etc.) is permitted; however decorations must be approved by the marriage commissioner in advance of ceremony.
7. Music deemed by the Marriage Commissioner to be appropriate for the occasion may be allowed.
8. A booking is **not confirmed** until this agreement is completed and submitted to the Clerk's office with full payment (cash, certified cheque, money order, debit card or online payment). If submitting payment online or by cheque, make sure to fax or email booking agreement (clerk@howick.ca).

(Costs to be entered by Clerk-Administrator or Officiant)

Mileage (# of km x \$0.68)

\$ _____

Rehearsal Fee (+ HST)

\$ _____

Ceremony Fee (+ HST)

\$ _____

Total

\$ _____

Marriage Officiant (choose one)

Caitlin Gillis (Clerk)

Jeff Hawkins

Joel Watson

Lynne Hunt

Marilyn Ashley

X _____

Signature of Responsible Party

_____ **Date**

Personal information on this form is collected under the authority of the Marriage Act R.S.O. 1990, as amended, and will be used for the sole purpose of booking a Marriage Commissioner of the Township of Howick and making the necessary preparations for the civil marriage ceremony. Questions regarding this collection should be forwarded to the Clerk, Howick Municipal Office, 519-335-3208.

Office use only: Rec'd by: _____ Payment: _____ Date: _____

Payable to Commissioner: \$ _____ O Confirmed with Commissioner O On Calendar