

Civil Marriage Ceremony Application

APPLICANT'S INFORMATION (PLEASE PRINT CLEARLY)	
Last Name	First and Middle Names
If applicable, please provide pronunciation and/or preferred name (i.e Alexander, prefer 'Alex')	
Daytime Phone #	
Email Address:	

JOINT APPLICANT'S INFORMATION (PLEASE PRINT CLEARLY)	
Last Name	First and Middle Names
If applicable, please provide pronunciation and/or preferred name (i.e Alexander, prefer 'Alex')	
Daytime Phone #	
Email Address:	

OFFICE USE ONLY	
<input type="checkbox"/> Balance owing	<input type="checkbox"/> Paid in Full
Licence #: _____	
Date Issued: _____	
Windsor or _____	
<input type="checkbox"/> Calendar updated	<input type="checkbox"/> Vows prepared
<input type="checkbox"/> Parts 3 & 4 completed	<input type="checkbox"/> Register prepared
<input type="checkbox"/> Verified photo ID of both parties	
Staff witnesses(s) required:	
1	2 N/A
Interpreter form prepared	
Yes	N/A

CEREMONY INFORMATION *NOTE: all ceremony bookings are subject to change at any time due to changes in pandemic protocols

Date: _____ Monday through Friday only (except holidays)	Time: <input type="checkbox"/> 10:30am <input type="checkbox"/> 11:00am <input type="checkbox"/> 11:30am <input type="checkbox"/> 1:30pm <input type="checkbox"/> 2:00pm <input type="checkbox"/> 2:30pm <input type="checkbox"/> 3:15pm <input type="checkbox"/> 3:45pm	Preferred location: <input type="checkbox"/> Indoors* *maximum 20 guests <input type="checkbox"/> Outdoors, to be arranged in advance* *weather permitting
*reservations can be made in advance, but are not finalized until within 30 days of date		

Is an interpreter required? Yes No If yes, for whom: _____

How many people are invited? Only witnesses
 _____ Number of people expected to attend (if over 20 please contact our office)
 Require witnesses (\$50 fee, per witness) 1 2

Vows selected: <input type="checkbox"/> Contemporary <input type="checkbox"/> Modern <input type="checkbox"/> Short & Sweet <input type="checkbox"/> Traditional Add optional poem: _____	Reference during vows: <input type="checkbox"/> Husband/Wife <input type="checkbox"/> Partners <input type="checkbox"/> Spouses <input type="checkbox"/> Husband/Husband <input type="checkbox"/> Wife/Wife	Who will receive a ring? <input type="checkbox"/> Both applicants <input type="checkbox"/> No rings <input type="checkbox"/> Only: _____
Are you comfortable to end the ceremony with a kiss? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Applicant and Joint Applicant consent:

1. The celebrants for the civil marriage ceremony do hereby consent to defend and indemnify Pastor Steven Edward Tunks for any loss or damages incurred by their invitees. The celebrants agree that Pastor Steven Edward Tunks 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.
2. All exits must be kept free from obstruction in case of fire.
3. The celebrants shall be responsible for the conduct and supervision of all persons admitted to the Ceremony.
 - a. The celebrants understand that they and their guests are **not** permitted to consume alcohol and/or drugs prior to or during the ceremony. *If Pastor Steven Edward Tunks feels that someone is under the influence, they have the right to cancel the ceremony.*
6. The celebrants understand and agree that if there is a significant delay in beginning the ceremony it may be deemed necessary to reschedule the appointment to the next available time.
7. A wedding booking is not confirmed until this agreement and payment is completed and returned.

Signature of Applicant

Date

Signature of Joint Applicant

Date

CEREMONY READY