



**THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE
CIVIL MARRIAGE BOOKING AGREEMENT**

Celebrant's Name: _____

Celebrant's Name : _____

Date of Marriage: _____

Anticipated Number Attending: _____

Time of Ceremony: _____

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 Chamber or Township Boardroom for the Civil Marriage Ceremony, do hereby consent to defend and indemnify the Township of Uxbridge for any loss or damages incurred by their invitees. The Celebrants agree that the Township of Uxbridge 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 attending the Ceremony and shall see that all regulations pertaining to the event are strictly followed.
4. The Council Chamber or Township Boardroom may only be used for Civil Marriage Ceremonies conducted by Municipal Staff.
5. All exits must be kept free from obstruction in case of fire.
6. The Council Chamber or Township Boardroom will be available for a maximum of one and one half hours for the scheduled Civil Marriage Ceremony.
7. Only music deemed by the Officiant to be appropriate to the occasion will be allowed.
8. Changes to date and/or time are allowed provided that the Council Chamber/Township Boardroom and the Officiant are available. Requests to change a date and/or time must be received a minimum of 48 hours prior to the original scheduled date and time and will be subject to a \$25.00 Administration Fee.
9. Both parties must be in attendance and ready to proceed at least 10 minutes before the scheduled time of the Ceremony. The marriage Officiant may, at their discretion, cancel the Ceremony if the couple arrives ten (10) or more minutes after the scheduled start of the Ceremony.
10. . Please note that the cost of the Civil Marriage Ceremony is **non-refundable**.
11. **A BOOKING IS NOT CONFIRMED UNTIL THIS AGREEMENT IS COMPLETED AND RETURNED TO THE MUNICIPAL CLERK'S OFFICE WITH FULL PAYMENT OF \$325.00, PLUS HST. (\$367.25)**

Signature of Responsible Party _____

Date _____