



PORT COLBORNE

· LEGISLATIVE SERVICES ·

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 · www.portcolborne.ca

GUIDELINE ON HOW TO BOOK YOUR CEREMONY

Contact the Clerk's Office at least two weeks in advance of your desired date to book and confirm your preferred date and time.

1. Obtain a Marriage Licence

- A valid Marriage Licence is required and can be obtained from a Municipality in Ontario. The licence is valid for three (3) months from the date of issue.
- The **City of Port Colborne** issues Marriage Licences, Monday through Friday, between the hours of 8:30 am and 3:00 pm.
- Once you have secured your marriage licence from a Municipality, we can proceed to book your Civil Ceremony.

2. Complete the Civil Ceremony Questionnaire - CMCQ

- A Civil Marriage Ceremony Questionnaire must be completed and submitted at the time of booking your ceremony.
- The questionnaire will provide the Clerk's Office information about your ceremony such as:
 - Witnesses
 - Number of Guests
 - If the ceremony will include any personal vows, an exchange of a kiss/embrace, and if the Applicants are being given away
 - If there will be any photographs or videos taken
 - If there are any decorations or music requests.
- Personal vows or readings shall be submitted with the CMCQ and approved by the City Clerk in advance.
- The City Clerk/Deputy Clerk will contact the applicants approximately two weeks in advance of your scheduled ceremony, to discuss your vow selection and any details of the ceremony.

3. Pay the Required Fees

- A \$100.00 deposit (non-refundable) must be made in order to secure the date, time and location with one of our Officiants.
- Any remaining balance for the ceremony **must be paid at City Hall** no later than **30 minutes** prior to the start of the ceremony. Applicants will be required to produce the receipt of this payment to the Officiant.

To provide an exceptional small-town experience in a big way.

4. Witnesses

- The applicants are required to provide two (2) witnesses who will be present at the Civil Marriage Ceremony. The official witnesses must be fourteen (14) years of age or older.

5. Interpreter or Translator

- The applicants are required to provide an interpreter/translator in the event they do not speak English and require language assistance. This is at the expense of the applicants.
- The interpreter cannot be one of the witnesses.
- The interpreter will be required to sign an affidavit. This form is subject to the Commissioner of Oath fee.



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Vow Option #1

On behalf of _____ and _____, I welcome and thank you for being here on this special day.

We have come together to witness and proclaim the joining together of these two persons in marriage.

This is an important and joyous occasion for _____ and _____ who will be making a commitment to each other before witnesses, to pledge themselves, by mutual consent, to a union in friendship and life which is one of the most sacred of all human ties.

_____ and _____, you have made it known that you want to be joined in marriage. If either of you know of any lawful reason why you should not be married, you are to declare it at this time.

Officiant to Person 1:

Repeat after me please:

"I do solemnly declare that I do not know of any lawful impediment why I _____ may not be joined in matrimony to _____.

Officiant to Person 2:

Repeat after me please:

"I do solemnly declare that I do not know of any lawful impediment why I _____ may not be joined in matrimony to _____.

****PERSONAL VOWS**** (*You have chosen to write your vows, and it is with these words you express your binding promises to love, honour, and cherish one another.*)

****LEGAL VOWS**** (*It is now time to recite the vows, and it is with these words you express your binding promises to love, honour, and cherish one another.*)

If you are ready to make these promises to each other, I invite you now to face each other and declare your intentions.

Officiant to Person 1:

Repeat after me please:

'I call upon these persons here present to witness that I _____ do take you _____ to be my lawful wedded wife.

Officiant to Person 2:

Repeat after me please:

'I call upon these persons here present to witness that I _____ do take you _____ to be my lawful wedded husband.

Thank you both. The rings you are about to place on each other's fingers are symbols of the love you have expressed. They will remind you of the vows you have just spoken, and of the eternal love that you have for one another.

Officiant to Person 1:

_____, please put the ring on _____ ring finger, **then repeat after me:**

With this ring, I thee wed.

Officiant to Person 2:

_____, please put the ring on _____ ring finger, **then repeat after me:**

With this ring, I thee wed.

_____ and _____ have pledged themselves to each other and have declared this symbolically by their vows. Their rings serve as a symbol of their love and life together.

I **[Officiant Name]** by the virtue of the powers vested in me by the Ontario Marriage Act, do hereby pronounce you _____ and _____ husband and wife.

You may now exchange a kiss as a token of your joy.

As you enter upon your marriage, let your relationship be one of complete truth and understanding between you both; respect the confidences of your partner in this marriage, and consider that as the world gives nothing freely, neither will your marriage yield you more than you give into it.

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind as you day by day live and fulfill the terms of this commitment you have made with one another.

At this time, the wedded parties and their witnesses will sign the Official Marriage Register.

I am happy to introduce to you the married couple.



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Vow Option #2

Officiant:

We are gathered here today to witness and to celebrate the marriage of _____ and _____ to be with them as they pledge themselves to each other. Theirs is a partnership freely chosen and founded on love, friendship, trust and respect. It is a partnership that encourages not only self-expression, understanding and the development of wisdom through the sharing of knowledge, but also an enthusiasm for life and living. It must be done with respect, consideration and a deep and gentle caring for one another.

By your presence, you celebrate with them the love they have discovered in each other, and you support their decision to commit themselves to one another for the rest of their lives.

Officiant to Person 1:

You have chosen _____ to be your life partner. Will you love and respect him/her? Will you be honest with him/her always? Will you stand by him/her through whatever may come?

Person 1: I will.

Officiant to Person 2:

You have chosen _____ to be your life partner. Will you love and respect him/her? Will you be honest with him/her always? Will you stand by him/her through whatever may come?

Person 2: I will.

Officiant:

And do you both promise to make the necessary adjustments in your personal lives so that you may live in a harmonious relationship, together?

Person 1 & Person 2: We do.

Officiant to Person 1:

Please repeat after me:

"I, _____, do solemnly declare / that I do not know / of any lawful impediment / why I may not be joined in matrimony / to _____."

Officiant to Person 2:

Please repeat after me: "I, _____, do solemnly declare / that I do not know / of any lawful impediment / why I may not be joined in matrimony / to _____"

Officiant

_____ and _____, now we come to your vows. May I remind you that saying your vows here today is one thing but nothing is more challenging than living them day by day.

Officiant to Person 1:

Please repeat after me:

I call upon these persons here present to witness that I, _____, do take you, _____, to be my lawful wedded (wife, husband, spouse, or partner).

Officiant to Person 2:

Please repeat after me:

I call upon these persons here present to witness that I, _____, do take you, _____, to be my lawful wedded (wife, husband, spouse or partner).

The Giving and Receiving of Rings:

Officiant: May I have the rings, please.

Officiant to Person 1:

Please repeat after me:

“_____, I give you this ring / that you may wear it / as a symbol of the vows we have made this day. / I pledge you my love and respect, / my laughter and tears / and with all that I am, I honour you.”

Officiant to Person 2:

Please repeat after me:

“_____, I give you this ring / that you may wear it / as a symbol of the vows we have made this day. / I pledge you my love and respect, / my laughter and tears / and with all that I am, I honour you.”

Officiant:

Now may those who wear these rings live in love all of their lives. Now may the love which has brought you together continue to grow and enrich your lives. May you continue to meet with courage any problems that may arise to challenge you.

May your relationship always be one of love and trust. May the happiness that you share today be with you always and may everything that you have said and done here today become a living truth in your lives.

_____ and _____, we have heard your promise to share your lives in marriage. We recognize and respect the covenant you have made here this day before each one of us as witnesses. Therefore, in the honesty and sincerity of what you have said and done here today I, _____, **by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be married** and partners in life for life. You may now seal your vows with a kiss.

Officiant to Person 2:

Repeat after me please:

'I call upon these persons here present to witness that I _____ do take you _____ to be my lawful wedded husband.

Thank you both. The rings you are about to place on each other's fingers are symbols of the love you have expressed. They will remind you of the vows you have just spoken, and of the eternal love that you have for one another.

Officiant to Person 1:

_____, please put the ring on _____ ring finger, **then repeat after me:**

With this ring, I thee wed.

Officiant to Person 2:

_____, please put the ring on _____ ring finger, **then repeat after me:**

With this ring, I thee wed.

_____ and _____ have pledged themselves to each other and have declared this symbolically by their vows. Their rings serve as a symbol of their love and life together.

I [Officiant Name] by the virtue of the powers vested in me by the Ontario Marriage Act, do hereby pronounce you John and Jane husband and wife.

You may now exchange a kiss as a token of your joy.

As you enter upon your marriage, let your relationship be one of complete truth and understanding between you both; respect the confidences of your partner in this marriage, and consider that as the world gives nothing freely, neither will your marriage yield you more than you give into it.

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind as you day by day live and fulfill the terms of this commitment you have made with one another.

At this time, the wedded parties and their witnesses will sign the Official Marriage Register.

I am happy to introduce to you the married couple.



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Vow Option #3

Officiant: On behalf of _____ and _____, we welcome and thank you for being here on their special day. By your presence, you celebrate with them the love they have discovered in each other and you support their decision to commit themselves to one another for the rest of their lives. Today we are here to celebrate love. We come together to witness and proclaim the joining together of these two people in a marriage based on love.

This is an important and joyous occasion for _____ and _____ who will today make a commitment to each other before witnesses, to pledge themselves by mutual consent to a union in friendship and life.

Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

_____ and _____, you have made it known that you want to be joined in marriage. If either of you know of any lawful impediment why you should not be married, you are now to declare it.

Officiant to Person 1:

Repeat after me please.

"I do solemnly declare that I do not know of any lawful impediment why I, _____, may not be joined in matrimony to _____."

Officiant to Person 2:

Repeat after me please.

"I do solemnly declare that I do not know of any lawful impediment why I, _____, may not be joined in matrimony to _____."

Please face each other to repeat your vows.

Officiant to Person 1:

Repeat after me please.

"I call upon these persons here present to witness that I, _____ do take you, _____, to be my lawful wedded (husband, wife, spouse, or partner). To laugh with you in joy, to grieve with you in sorrow, to grow with you in love and to be faithful to you alone; as long as we both shall live."



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Vow Option #4

Good morning/afternoon, my name is **(Name of Officiant)**, and I have the privilege of performing this ceremony. On behalf of _____ and _____, thank you for sharing in their special day.

We are gathered here to witness the formal joining of _____ and _____ in legal matrimony according to the customs and laws prevailing by the Government of the Province of Ontario.

By making this commitment today, _____ and _____ demonstrate their devotion to each other and dedicate themselves to a life together as a couple. Their relationship will become stronger and deeper, as they pledge their love and faithfulness to each other.

Marriage should not be entered into recklessly or irresponsibly but maturely and honestly. Marriage is the faithful union between two people with the exclusion of all others and ought to be taken with a serious understanding and appreciation.

Officiant to Person 1:

_____, repeat after me, please: **I solemnly declare that I do not know of any lawful reason why I may not be joined in matrimony to _____.**

Officiant to Person 2:

_____, repeat after me, please: **I solemnly declare that I do not know of any lawful reason why I may not be joined in matrimony to _____.**

Officiant to Person 1:

Please repeat after me _____: **I call upon these persons here present to witness that I, _____, do take you, _____, to be my lawfully wedded husband/wife/partner/spouse.**

Officiant to Person 2:

Please repeat after me, _____: **I call upon these persons here present to witness that I, _____, do take you, _____, to be my lawfully wedded husband/wife/partner/spouse.**

Officiant to Person 1:

_____, do you have the ring? Please place the ring on _____'s finger and repeat after me: _____, **with this ring I thee wed, I shall love, honour and cherish you and this ring is the symbol of my love.**

Officiant to Person 2:

_____, do you have the ring? Please place the ring on _____'s finger and repeat after me: _____, **with this ring I thee wed, I shall love, honour and cherish you and this ring is the symbol of my love.**

May you enjoy length of days, fulfillment of hopes, and peace and contentment of mind as you live day-to-day and fulfill the terms of the promise you have made to one another today.

I wish you long life, happiness, prosperity and may the vows you exchanged today, sustain you forever.

I, **(Name of Officiant)**, by virtue of the powers vested in me by the Marriage Act and the Province of Ontario; do hereby pronounce you _____ and _____ to be husband and wife/officially wed. You may kiss.



Officiant to the 2nd person:

Repeat after me please.

"I call upon these persons here present to witness that I, _____ do take you, _____, to be my lawful wedded (husband, wife, spouse, or partner). To laugh with you in joy, to grieve with you in sorrow, to grow with you in love and to be faithful to you alone, as long as we both shall live."

Please place the ring on the 3rd finger of the left hand.

Wedding rings are an ancient symbol that two people have committed themselves to each other. They will be a sign to you both of the vows you have exchanged, reminding you that your love is valuable and has no real beginning or end.

Officiant to the Person 1:

Repeat after me please.

"Receive this ring as a symbol of my vows to you. Whenever you look at it know that I love, honour and cherish you above all others."

Officiant to Person 2:

Repeat after me please.

"Receive this ring as a symbol of my vows to you. Whenever you look at it know that I love, honour and cherish you above all others."

I, **(Name of Officiant)**, by virtue of the powers vested in me by the *Marriage Act*, do hereby pronounce you _____ and _____ to be married.

You may exchange a kiss as a token of your joy.

I wish you a long life, happiness and prosperity. May the vows you made to one another today sustain you forever.

It is my pleasure to introduce to you, the newly married couple.

