

Civil Marriage Service Guidelines

1. Civil Marriage Services can be provided by the Office of the Town Clerk. Due to the civil nature of the service, there cannot be any religious connotation to the ceremony.
2. Ceremonies: will be performed in the Civic Centre Council Chambers Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m. (except Statutory Holidays, unless otherwise agreed to by the Officiant). Ceremonies outside the Civic Centre will be negotiated with the Officiant, and fees for same are found in the current user fees by-law. Please be advised that effective May 1, 2009, the Town of Fort Frances expanded its civil marriage services to accommodate requests for civil marriages to be done outside of regular business hours as well as at other locations and can be negotiated with the Officiant. Please do not hesitate to contact our office for more details or to book a service, staff will be pleased to work with you to meet your needs and to make this occasion one to remember for a lifetime.
- 3) Witnesses: You are required to bring two (2) witnesses to be present during the ceremony. Although there is no minimum age requirement for a witness, it is suggested that they should be at least fourteen (14) years of age and should be able to understand and appreciate the ceremony which is taking place and be able to give evidence of such at a later date, if required.
- 4) Interpreter: It is the responsibility of the applicants to provide an interpreter if they do not speak English or if they require language assistance. The interpreter should not be one of the witnesses. The interpreter will be required to sign a form confirming that he/she has interpreted the wedding ceremony.
- 5) Consultation with the Officiant: Appointments should be made a minimum of one month in advance of the date, if not earlier and ceremonies are booked on a first come first serve basis, and based of availability of the Officiant.
- 6) In order to maintain the dignity of the marriage ceremony, clothing should be appropriate for the occasion.
- 7) Alcohol or stimulants are not to be used by the applicants or their witness prior to or during the Marriage Ceremony. The Officiant may cancel the ceremony if this rule is violated.
- 8) No decorations, confetti, bubbles, candles, rice, incense, etc are allowed in or on the grounds of the Civic Centre.
- 9) Music will not be provided by the Town, and determination of the use of music during the ceremony should be discussed during the consultation.
- 10) The determination as to whether photographs will be taken during the ceremony should be made during the consultation.
- 11) Fees are located in the current user fee by-law.