



Civil Marriage Ceremonies Terms and Conditions

1. The City of Oshawa will review your application, confirm availability and send back to you by email for payment. The date and time will be held as a temporary booking for one week. If payment is not received during that time, the date and time will be released to others. Once payment is received, your service is confirmed and can only be rescheduled or cancelled as per the below.
2. Applicants are required to attend a mandatory pre-ceremony meeting with the Officiant at Oshawa City Hall approximately one month prior to the ceremony. The Officiant will arrange the pre-ceremony meeting at a time mutually agreeable for both parties.
3. Applicants are required to obtain a valid Ontario marriage licence prior to the pre-ceremony meeting.
4. Applicants are required to provide two witnesses who are 18 years of age or older or request that the City do so for a fee of \$50 plus H.S.T.
5. Applicants must be able to speak and read English or provide a language interpreter at their sole cost. The City does not provide language translation service for civil marriage ceremonies. Anyone acting as a language interpreter cannot be a witness and must complete an interpreter certificate.
6. Rescheduling Requests
 - There is no fee if request to reschedule is received more than 30 days in advance.
 - A fee of \$50 plus H.S.T. will be charged if request is received between 14 and 30 days prior to ceremony.
 - Rescheduling is not permitted with less than 14 days notice. Customer will be required to cancel their service and forfeit any fees paid.
7. Cancellation Requests
 - Applicants will receive a full refund if the cancellation request is received in writing and 30 days or more in advance of ceremony.
 - Applicants will receive a refund of \$300 plus H.S.T. if request is received between 14 and 30 days prior to ceremony.
 - No refunds will be issued for requests received less than 14 days in advance.
8. The Council Chamber at Oshawa City Hall will be available for a maximum of 45 minutes.
9. Applicants are to arrive at least 15 minutes prior to the date and time of the scheduled ceremony.

10. In order to maintain the dignity of the ceremony, appropriate attire should be worn for the occasion. Jeans, shorts or t-shirts are not allowed.
11. A maximum of 100 guests are permitted in the Council Chamber.
12. Guests are to park in paid parking lot behind the Oshawa Public Library McLaughlin Branch, on-street or in the Centre St. Parkade.
13. Candles, confetti, rice, incense, bubbles, birds, butterflies (or anything similar) are not permitted in the Council Chamber at Oshawa City Hall or on adjacent City property.
14. Smoking, food and/or drinks are not allowed in the Council Chamber.
15. Music appropriate to the occasion and pre-approved by the Officiant is permitted. Applicants are required to provide music and music player and have someone to operate the device.
16. Photography and/or videography are allowed before, during or after the ceremony.
17. Wi-Fi is available in the Council Chamber at Oshawa City Hall and live broadcast of the ceremony is permitted. Applicants are to provide and have someone operate their own device.
18. Applicants agree to be responsible for the conduct and supervision of all persons present at the ceremony and shall comply with all regulations pertaining to the ceremony.
19. Applicants agree to release and save harmless the City of Oshawa and its employees and other agents from any and all claims or other proceedings, regardless of who makes them, in respect of any personal injury or damage or for the theft, loss or damage of any personal property.