



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 for the civil marriage ceremony, do hereby consent to defend and indemnify the Township of Brock for any loss or damages incurred by their invitees. The Celebrants agree that the Township of Brock 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 admitted to the Council Chamber and shall see that all regulations pertaining to the event are strictly followed.
4. The Council Chamber 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 will be available for a maximum of two (2) hours for the scheduled marriage ceremony. Access will be granted forty-five (45) minutes prior to the ceremony if the celebrants wish to decorate. The celebrants will be granted one (1) hour post ceremony, Council Chambers must be left exactly as prior to the ceremony. All items brought by celebrants must be removed by celebrants.
7. Music for the occasion may be allowed and supplied by the celebrants, including all equipment.
8. Changes to date and/or time are allowed provided that the Council Chamber and the Officiate 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 \$50.00 Administration Fee. **Please note that there is no refund of the ceremony fee for cancellation of with less than 24 hours notice.**
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 when the couple arrives ten (10) or more minutes after the scheduled start of the ceremony."
11. Please note that two (2) witnesses must be present for the ceremony and signing. Witness can be provided by Township Staff if required for a fee of \$50.00 per witness.
12. **A BOOKING IS NOT CONFIRMED UNTIL THIS AGREEMENT IS COMPLETED AND RETURNED TO THE MUNICIPAL CLERK'S OFFICE WITH FULL PAYMENT PLUS HST.**

Signature of Responsible Party	
Date	

Personal information contained on this form is collected under authority of the Marriage Act and will be used to arrange a Civil Marriage Ceremony. Questions about this collection should be directed to the Municipal Clerk, clerks@brock.ca, 705-432-2355, The Corporation of the Township of Brock, 1 Cameron St. E. Cannington, L0E 1E0

If this information is required in an accessible format, please contact the Township at 705-432-2355.