



Township of Howick Marriage Commissioner Booking Agreement

Name of 1st Applicant: _____

Name of 2nd Applicant: _____

Primary contact will be: _____

Home phone: _____ Cell: _____ Work: _____

Email Address: _____

Mailing Address: _____

Intended date of wedding (month/day/year): _____ Time of ceremony: _____

Location of wedding: Council Chambers or Your Location (specify exact address & km from Howick Office as per Google maps): _____

Date of rehearsal, if applicable (month/day/year): _____

1. Smoking, candles, confetti, bubbles, rice etc. are not allowed in or on Howick property.
2. The celebrants, as the renters of the Howick Council Chambers for the Civil Marriage Ceremony, do hereby consent to defend and indemnify the Township of Howick for any loss or damages incurred by their invitees. The celebrants agree that the Township of Howick will not be held responsible for personal injury or damage, nor for the theft or loss of personal property of anyone attending on the invitations of the celebrants.
3. The renter shall be responsible for the conduct and supervision of all persons admitted to the Howick Council Chambers and shall see that all regulations pertaining to the event are strictly followed.
4. Howick Council Chambers may only be used for the civil marriage ceremonies conducted by municipal staff or duly authorized delegated individuals.
5. All exits must be kept free from obstruction in case of emergency.
6. The Council Chambers will be available for a maximum of one and a half (1^{1/2}) hours only. Minimal decorating (i.e. flowers, balloons etc.) is permitted; however decorations must be approved by the marriage commissioner in advance of ceremony.
7. Music deemed by the Marriage Commissioner to be appropriate to the occasion may be allowed.
8. A booking is **not confirmed** until this agreement is completed and submitted to the Clerk's office with full payment (cash, certified cheque, money order, debit card or online payment). If submitting payment online or by cheque make sure to fax or email booking agreement.

Mileage (km x current mileage rate)	\$ _____
Rehearsal Fee (+ HST)	\$ _____
Ceremony Fee (+ HST)	\$ _____
Total	\$ _____

Signature of Responsible Party

Date

Personal information on this form is collected under the authority of the Marriage Act R.S.O. 1990, as amended, and will be used for the sole purpose of booking a Marriage Commissioner of the Township of Howick and making the necessary preparations for the civil marriage ceremony. Questions regarding this collection should be forwarded to the Clerk, Howick Municipal Office, 519-335-3208.

Office use only: Rec'd by: _____ Payment: _____ Date: _____
Payable to Commissioner: \$ _____ Confirmed with Commissioner On Calendar