

CIVIL MARRIAGE SOLEMNIZATION SERVICES

The Corporation of the Town of Kapuskasing will perform the solemnization of marriage with the authority of a marriage licence. The following outlines the fees and other requirements.

Civil Marriage Ceremony Fee:

The fee for a civil marriage service is \$323 + HST and is payable to the Corporation of the Town of Kapuskasing:

- (A) Rental of a Civic Centre room shall be an additional cost, as per set rental fees.
- (B) A travel fee of \$0.48 / km (roundtrip) will be applied for rehearsals and marriages taking place outside of Kapuskasing.

Other Requirements

- (A) No marriage will be solemnized except under the authority of a marriage licence. Proxy marriages are not legally recognized in Ontario.
- (B) Scheduling of civil marriage solemnization services shall be undertaken by means of completing the *Request for Solemnization of Marriage Services* form which is available at the Civic Centre Administration Office. Upon completion of the *Request*, the applicants shall arrange for a meeting with the Municipal Clerk to review the details pertaining to the marriage solemnization service.
- (C) No marriage will be solemnized without the advance payment of the applicable fees. The 2018 fee for a marriage licence is \$111.00. (HST Exempt)
- (D) Civil marriage ceremonies will have no religious connotation.

CIVIL MARRIAGE SOLEMNIZATION SERVICES Request Form

Applicant:

Name: _____

Occupation: _____

Address: _____ Postal Code _____

Telephone Number: _____

Joint Applicant:

Name: _____

Occupation: _____

Address: _____ Postal Code _____

Telephone Number: _____

Witnesses: (Witnesses to the marriage must be 14 years of age or older)

Witness 1 Name: _____

Address: _____ Postal Code _____

Witness 2 Name: _____

Address: _____ Postal Code _____

Ceremony Details: Ceremony Option #: _____

Location: Kapuskasing Outside of Kapuskasing

Address: _____

Rehearsal Required: Yes No Date of Rehearsal: _____ Time: _____

Date of Ceremony: _____ Time: _____ # of Guests: _____

For Office Purposes Only

Licence Number: _____ Date of Issue: _____

Licence Fee: \$111 Paid Civil Marriage Fee: \$323 +HST Paid

of Km: _____ Km Fee: _____ (\$0.48 / km – for ceremonies taking place outside of Kapuskasing)

Total to be paid: _____

