



Guide to Civil Marriages at Victoria Hall

Civil marriage (wedding) ceremonies

The Town of Petrolia offers non-denominational marriage ceremonies at Victoria Hall, located at 411 Greenfield Street. Civil ceremonies are conducted in English and last between 10- 20 minutes.

Availability and appointments

The Town of Petrolia encourages couples to book in advance the desired date and time for their ceremony, the Town tries to accommodate last-minute requests, but these ceremonies are subject to the availability of staff.

Civil Ceremonies are conducted at Town Hall in Petrolia on the 2nd & 4th Thursday's each month between 1-3pm, certain dates and times throughout the year are not available for bookings, including Statutory Holidays. Ceremonies will be booked on a 1st come 1st serve basis and will be limited to three (3) per day.

Civil Ceremony date requests can be made by contacting the Municipal Office, Monday to Friday between 8:30 am and 4:30 pm at 519-882-2350 and asking for Richard Poore you can also connect through email at rpoore@petrolia.ca

It is preferred that appointments be made to receive your marriage licence in advance of your Civil Ceremony to ensure all documents are prepared, however in some circumstances marriage license appointments can also be made to coincide with your Civil Marriage date, please allow 45 minutes to have the licence issued. Marriage Licence appointments can be made by contacting the Municipal Office, Monday to Friday between 8:30 am and 4:30 pm at 519-882-2350 and asking for Mandi Pearson you can also connect through email at mpearson@petrolia.ca

Pricing options

Option 1: 2nd & 4th Thursday's of each month between 1-3pm
\$250.00 – includes purchase of licence
\$150.00 – licence is provided

The following options are available pending availability and are not guaranteed;

Option 2: Weekends and after business hours at Town Hall
\$300.00 – includes purchase of licence
\$200.00 – licence is provided

Option 3: offsite of Town Hall, during business hours
\$400.00 – includes purchase of licence
\$300.00 – licence is provided

Option 4: offsite of Town Hall, weekends and after business hours
\$500.00 – includes purchase of licence
\$400.00 – licence is provided

Marriage Licences: \$125.00 for resident or \$140.00 for non-resident

Fees are subject to HST, You can pay for your ceremony with cash, cheque, or debit.

Requirements

Before heading down to Victoria Hall for your ceremony, make sure you meet all of the requirements for a civil marriage:

- A valid Province of Ontario marriage licence. Couples are requested to obtain or supply a valid Ontario Marriage Licence. Marriage licences may be issued the same day as the civil ceremony at Victoria Hall, provided all legislative requirements are met. Marriage licenses are also available from any local municipality in Ontario.
- Two witnesses: Two witnesses (one for each partner) must be present at the ceremony, as indicated in section 25 of the Marriage Act (e-laws). The Town of Petrolia may with advance notice provide witnesses.
- Identification: Couples must present a valid piece of government-issued photo identification for each partner. Parental consent is required for persons who are 16 or 17 years of age.
- Marriage after divorce: If divorced in Canada, the couple must provide the original or a court-certified copy of the certificate of divorce, final decree or final judgement at the time of booking a ceremony. Photocopies will not be accepted.

- Language interpreter: Couples are responsible for bringing a language interpreter, if required, either for a language other than English, or due to physical restrictions, such as sight and hearing impairments.

Ineligibility

Town staff will not formalize the marriage of any person if:

- One or both parties are under physical or mental duress
- One or both parties fail to meet the age requirements (both parties must be at least 18 years old to get married in Ontario. If you are 16 or 17 years old, you may marry only with the written consent of both parents).
- The parties are related as grandparent, parent, child, grandchild, brother or sister
- One of both parties are currently married
- One or both parties are mentally ill or under the influence of intoxicating liquor or drugs and incapable of understanding the nature of the marriage contract and the duties, obligations and responsibilities that result from marriage.
- One or both parties cannot communicate in the English language

Ceremony Locations:

Municipal Office:

Ceremony will take place in the Municipal Offices located on the lower level at Town Hall. The office can hold a maximum of 5 people, which includes the five individuals participating in the ceremony.

Cancellation policy

You can cancel your civil marriage appointment up to (or on) the day of the ceremony. All cancellations are subject to a non-refundable \$50 fee. Marriage licence fees are non-refundable.

Need more information?

For more information about marriage ceremonies contact the Clerks Office by e-mail mpearson@petrolia.ca or call 519-882-2350. To find out how to register your marriage or obtain a marriage certificate, visit Ontario's Ministry of Government Services <http://www.ontario.ca/government/getting-married> or call 1-800-461-2156.

Marriage Licence application & Guidelines:

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RD&TAB=PROFILE&SRCH=4&ENV=WWE&NO=007-11018E>

<http://town.petroliia.on.ca/wp-content/uploads/2014/08/marriage-license-guidelines.pdf>

