



Civil Marriage Ceremonies at City Hall

APPLICANT INFORMATION			
	First Name	Last Name	Contact Number
Applicant #1			
Applicant #2			
CEREMONY INFORMATION			
Preferred date of ceremony:		Preferred time of ceremony:	
		10 AM	2 PM
		11 AM	3 PM
Number of guests expected (maximum 25)			
Desired location for ceremony: Council Chambers Outside on City Hall Grounds (Summer only)			

Applicants' Consent

I, _____ (printed full name), and I _____ (printed full name), (jointly and severally referred to hereafter as "the Applicant") do hereby acknowledge and agree that:

1. The Applicant hereby releases and waives all rights to any claim or action against The City of Brandon, including their respective servants, employees and agents, arising from any injury, loss or damage to the Applicant or its personal property, or to the invitees of the Applicant or their personal property.
2. The Applicant agrees to indemnify and hold harmless The City of Brandon, and its servants, employees or agents from and against all claims, actions or proceeding by any person arising from loss, injury, or damages arising from its participation in the civil ceremony.
3. This WAIVER, RELEASE, INDEMNITY and ACKNOWLEDGEMENT OF RISK AGREEMENT is binding on the Applicant, and its respective heirs, successors, executors, administrators, personal representatives and assigns.
4. City Hall and its grounds are not "exclusive use" and full public access must be maintained at all times during the booking.

Applicants' Consent (continued)

5. Though bookings are in half-hour increments, arrivals must be 15 minutes prior to the ceremony. Candles, confetti, rice, incense, bubbles or similar are not permitted at the ceremony or on the grounds of the venue. Personalized music is permitted and may be played off an iPod, iPhone, USB drive or laptop.
6. Any and all vow customizations must be submitted in writing to the Legislative Services Department.
7. The fee for a Civil Marriage Ceremony is \$300.00 + GST, payable in cash (CDN funds only), cheque, or debit card. The fee does not include the cost of a marriage license, which must be purchased separately (\$100.00). Bookings are held with a \$100.00 non-refundable deposit, and will only be confirmed once this agreement is completed. Full payment must be made no less than 10 days prior to the ceremony.
8. In the event of a cancellation, fees are partially refundable up to 7 days prior to the scheduled ceremony, and non-refundable within 7 days or less.
9. Any changes of date made 7 days or more before the ceremony will be subject to a \$50.00 + GST administration fee and is subject to availability. Changes of date made less than 7 days before the ceremony are treated as a cancellation.

Signature of Applicant #1

Date

Signature of Applicant #2

Date