

Civil Marriage Ceremony with Reception – Information Sheet

Civil Marriage Ceremony with Reception bookings are available Monday to Friday between 2:00pm – 5:00pm (*latest ceremony start time being 3:45pm*) on a first come, first serve basis. Some dates may not be available due to other events, meetings, etc. occurring in the building and we cannot accommodate more than two receptions on any given day. You can [check current availability](#) and book your ceremony online at any time.

Due to the nature of the business occurring at City Hall and the event space being multi-purpose (*only setup for ceremonies the day before a booking*), **we do not offer tours of the space**. Please refer to the promotional photos below – a *walkthrough video of the event space coming soon!*

- Bookings are for 75 minutes (15-minute ceremony and 60-minute reception).
- Bookings can occur up to 180 days in advance to a minimum of 14 days in advance.
- Bookings include a municipal officiant who will perform the ceremony.
- An administrative fee of \$113.00 shall be retained by the City should the booking be cancelled less than 14 days prior to the scheduled date.
- Bookings cancelled less than 14 days prior to the scheduled date are not eligible for a refund and will only be rebooked in the case of extenuating circumstances (documentation may be required).
- Both the Ceremony & Reception will take place in our event space on the 12th floor of City Hall located at 300 Dufferin Avenue.
- **Minimum 10 guests up to a maximum of 50 guests.**
- We do not offer a ceremony only option for more than 10 guests without the accompanying reception.
- Couples can choose between [five ceremony types](#) at time of booking. We can accommodate the addition of personalized vows; however, they must be provided to the officiant for review no less than 7 days prior to the ceremony.

Other Considerations

- **A reminder that Civil Ceremonies cannot be religious in nature: no hymns, no chants, no religious rituals, no readings from religious texts, no worship, etc.**
- Paid street parking is available in addition to the paid public lot located under City Hall – parking costs are the responsibility of you and your guests.
- We ask that you and your guests show up **no earlier or later than 30 minutes** prior to your ceremony and check in with reception in the City Hall lobby at which time you will be directed to our designated waiting area. Guests will be brought up to the event space 15 minutes prior to the ceremony, and the couple 5 minutes prior to the ceremony.
- **We cannot hold the start time of the ceremony any longer than 10 minutes, and in these circumstances, that additional time will be deducted from your reception.**

- All guests must vacate the event space no later than 5 minutes beyond the end time listed on your contract. Failure to comply may result in additional booking charges.
- **Additional decorations (candles, confetti, rice, streamers, etc.) are not permitted.**
- There is a small aisle that the couple getting married can walk down or simply stand at the front with the officiant when the ceremony begins.
- Music is not played while anyone is coming down the aisle, but music will be available during the reception.
- A speaker and microphone are available for use upon request.
- Photography is not included in the package, but you are welcome to make your own arrangements.
- No outside food or beverage is permitted apart from a wedding cake. If you are looking to bring your own wedding cake, arrangements must be made no less than 7 days prior to the ceremony, and delivery can only occur on the day of the ceremony (*delivery specifics must be provided in advance*).
- The City Hall observation deck is available seasonally (typically May-October) for you and your guests to enjoy and provides for excellent photo opportunities overlooking Victoria Park and the downtown skyline.
- There is a minimum \$350 catering deposit required in addition to all other booking fees. This deposit will be applied to your catering bill once your selections have been confirmed with our event team. For any catering selections beyond your initial \$350 deposit, you are required to pay the difference no later than 28 days prior to the ceremony.
- You can view our [catering menu](#) to determine the option(s) best suited to fit your needs and your budget.
- Our event space is fully licensed, and you can choose whether you want to include alcoholic beverages (beer and wine only) as part of your reception or not (*for alcoholic beverage service, maximum 2 drinks per person*).

Approximate Cost Break Down

Civil Ceremony & Reception Booking Fee	\$275.00 + HST (\$310.75)
Catering Deposit – Reception	\$350.00
Insurance 1. If the reception includes alcohol Or 2. If the reception does not include alcohol	\$135.00 \$54.00
Insurance Policy Administrative Fee	\$10.00 + HST (\$11.30)
	\$725.00-\$807.50

***Prices listed above are an approximate estimate. Final prices will be confirmed at time of booking.**

Ontario Marriage Licence • Can be purchased from most municipal clerk's offices in Ontario and are valid for 90 days from the date of issue.	\$140.00
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Event Space and Setup



*Typical room configuration for Civil Ceremonies. For larger groups (30-50 people) the room orientation may differ**







Have further questions? Please email AskCity@london.ca or call (519) 661-4530.