

	OCC – Request for Marriage Services by the Mayor	Office of the City Clerk
	Request for Marriage Services	

Spouse #1 Information	SECTION 1
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Full Name _____ Preferred Name (if different) _____

Date of Birth _____ Place of Birth _____

Address _____

Address after wedding (If different) _____

Phone (work) _____ (cell) _____

Email _____ Religion _____

Mother's full name at birth _____

Mother's birthplace _____

City/Town
Province
Country

Father's full name at birth _____

Father's birthplace _____

City/Town
Province
Country

Spouse #2 Information	SECTION 2
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Full Name _____ Preferred Name (if different) _____

Date of Birth _____ Place of Birth _____

Address _____

Address after wedding (If different) _____

Phone (work) _____ (cell) _____

Email _____ Religion _____

Mother's full name at birth _____

Mother's birthplace _____

City/Town
Province
Country

Father's full name at birth _____

Father's birthplace _____

City/Town
Province
Country

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Information about the Event	SECTION 3
<p>Preferred date requested for Marriage _____ Time requested _____</p> <p>Second date choice requested for Marriage _____ Time requested _____</p> <p>(Thursday or Friday between 11:00 a.m. and 3:00 p.m. and not confirmed until confirmation email received from City representative. Other date may be noted above and approved but times are allotted during the above noted for wedding services.)</p> <p>Location Options:</p> <p>City Hall: Mayor's Lounge Council Chambers Courtyard</p> <p>Other location address (additional \$100 fee will apply) _____</p> <p>Full Name of Witness #1 _____</p> <p>Address of Witness #1 _____</p> <p>Full Name of Witness #2 _____</p> <p>Address of Witness #2 _____</p>	
Any additional information	SECTION 4
<p>Please provide any additional information about the event:</p> 	
Indemnification and Code of Conduct	SECTION 5
<p>Applicants shall agree to save harmless and indemnify the City of St. John's and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the City and/or its elected representatives, officers, employees or agents by any person arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to the marriage ceremony or the City's administration of the ceremony requirements.</p>	

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Indemnification and Code of Conduct continued	SECTION 5								
<p>Applicants shall release, waive, and forever discharge the City and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the City may be responsible in respect of the conduct of the marriage ceremony.</p> <p>Applicants shall agree to abide by the following Code of Conduct:</p> <ul style="list-style-type: none"> Applicants and their guests shall refrain from smoking (including tobacco, marijuana, vapes) or drinking alcohol while on City premises. Applicants and their guests shall refrain from behavior with potential to harm oneself, others, or property. 									
Privacy Notice	SECTION 6								
<p>Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and the Marriage Act and is needed to process your request for wedding services from the Mayor. The information collected will be used to aid the Mayor's Office in filling out the required forms from Vital Statistics on your behalf and will not be shared or used for any other purpose. The form and all of its information contained therein will be destroyed once the required wedding documents are complete. Further questions about the collection and use of the information may be directed to the Mayor's Office, by telephone: 709-576-8477 or email: mayor@stjohns.ca.</p>									
Signatures	SECTION 7								
<p>Spouses shall sign below to indicate their acceptance of the above conditions.</p> <table style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Spouse #1</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Spouse #2</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>		Spouse #1	Date			Spouse #2	Date		
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Spouse #2	Date								
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