

SCHEDULE "A" to By-law 3712 (2016)
Schedule of Fees – Civil Marriage Ceremony

Description	Fee Required
Civil Marriage in Town Hall Council Chambers Normal Business Hours (8:30 a.m. – 4:30 p.m.) Admin Fee Non-Refundable	\$200 + HST (\$100 use of Town Hall + \$100 Officiant ⁽¹⁾⁽³⁾ Fee)
Civil Marriage in Town of Pelham/Off Site in Ontario Outside Business Hours Admin Fee Non-Refundable	\$300 + HST (\$100 Town Administrative Fee + \$200 Officiant ⁽²⁾ Fee)
Rehearsal Fee	\$75 + HST ^(1, 2) (Plus Officiant Expenses)
Witness Fee – Municipal Staff – Normal Business Hours	\$25 + HST (Per Employee)
Cleaning Fees ⁽⁴⁾	\$100 + HST
Mileage/Expenses – Outside Business Hours Mileage charged at current rate as approved by Council; Applicable Expenses as agreed to by both parties, i.e. meals; accommodation ⁽²⁾	

⁽¹⁾Where a ceremony is performed by Marriage Officiant who is an employee of the Town, the Marriage Officiant Fee is retained by the Town of Pelham.

⁽²⁾Payment of the Town's portion of applicable fees is mandatory and shall not be waived by the Clerk or Designated Officiant. The Marriage Officiant may, at their sole discretion, waive the portion of the fees (Officiant/Mileage/Expense) which would otherwise be payable to them.

⁽³⁾ All applicable Insurance coverage shall be the responsibility of the Couple and the Town shall be provided with the applicable documentation, including the use of Town Hall.

⁽⁴⁾Failure to comply with the provisions of the Town's Civil Marriage Solemnization Policy, i.e. use of confetti, rice, bubbles, etc. will result in a cleaning fee.

Additional Notes:

1. Additional rental fees apply to various municipal facilities outside of Town Hall (i.e. Peace Park, Old Pelham Town Hall). Bookings for these facilities shall be made through the Recreation, Culture and Wellness Department. It is the responsibility of participants to make appropriate arrangements and payment for a facility to be utilized for the Marriage Ceremony.
2. Fees do not include the Marriage Licence Fee which is established pursuant to By-law 3577(2015) which may be amended from time to time.
3. All Marriage Ceremonies shall be performed in accordance with the Town's Civil Marriage Solemnization Policy.