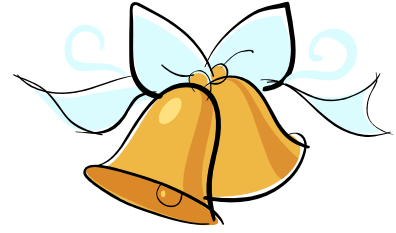




Getting Married
at
Marathon Town Hall

General Information and Planning Package





Getting Married At Town Hall

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Town of Marathon Civil Marriage Services

The Town of Marathon offers Civil Marriage Services during regular office hours in the Council Chambers at Town Hall. The fee for this service is \$225.00 (GST included) and is payable at the time of booking. Please note the Civil Marriage Services do not include the Marriage License Fee (\$100.00) or the Registration Fee (\$75.00).

Legal Requirements:

The Municipal Clerk or Deputy Clerk will act as Officiate to solemnize the Civil Marriage Ceremony. The Civil Marriage Service will be a non-denominational and dignified ceremony, which adheres to the requirements of the Marriage Act for the Province of Ontario.

Civil Marriage Ceremony:

Ceremonies, available in English only, are simple and dignified and are conducted in the Council Chambers which provides an intimate and formal setting. The duration of the Ceremony would be approximately 30 minutes depending on the vows chosen. The service time booked would be approximately one (1) hour to allow for photo opportunities, signing of the Register, etc. If an interpreter is required, more time would be needed.

Same day service for a Civil Marriage Ceremony is possible provided a valid Ontario Marriage License is produced, the Council Chambers is vacant and an Officiate is available. It is recommended that ceremonies are booked in advance to allow for a pre-ceremony meeting at least seven (7) days prior to the Ceremony.

To help make this important day as beautiful, dignified and intimate as possible; this package contains information to assist you with learning more about the Civil Marriage Service, and plan your Ceremony.

Enclosed you will find:

a) **Civil Marriage Ceremony Guidelines:**

The guideline provides answers to frequently asked questions with regard to Civil Marriages at City Hall.

b) **Civil Marriage Ceremony Booking Agreement:**

A booking is not confirmed until this Agreement is completed and returned to the Clerk's Office with full payment (\$300.00). The Town will accept a certified cheque, cash or debit ONLY.

The ceremony booking fee does not include the Marriage License fee of \$100.00 which can also be obtained through the Clerk's Office.

c) **Pre-Ceremony Information Questionnaire:**

This information will assist the Officiate and the Applicants to plan and coordinate the details of the Ceremony.

d) **Sample Vows:**

We have included several examples of vows which the Applicants can choose from including a simple vow and two options. There is a provision to allow Applicants to write custom vows for the service which can be inserted between the mandatory declarations required under the Marriage Act.

e) **Our Facility and the Officiates:**

Town Hall and Council Chambers offers a quiet ambiance and intimate setting for your Civil Marriage Ceremony and includes the use of the Facility and Grounds for picture opportunities for the Applicants.



Civil Marriage Ceremony Guidelines

1. Ceremonies will be conducted in the Council Chambers at the Town Hall, 4 Hemlo Drive during regular office hours.
2. Fee: \$225.00 (includes GST) payable in advance at the time of booking and a Booking Agreements executed. The Town accepts certified cheques, cash or debit. The ceremony fee does not include the Marriage License Fee (\$100.00) or the Registration Fee (\$75.00).
3. Changes to date and/or time are permitted at no additional charge, provided the location and Officiate are available. An administration fee of \$50.00 will be applied should the Ceremony be cancelled prior to the scheduled date. No refund will be issued if the Ceremony is cancelled on the day of the Ceremony, or the Applicant(s) fail to appear for the Ceremony.
4. The duration of the Marriage Ceremony would be approximately 30 minutes. Plan to arrive at least 15 minutes prior to the Ceremony to allow time for review of final details.
5. A request for a Civil Marriage Ceremony is to be received a minimum of seven (7) days prior to the date of the Ceremony.
6. Pre-ceremony meeting (approximately 30 minutes):
 - a) to be scheduled for at least three (3) days prior to the ceremony;
 - b) both parties must be in attendance and provide photo identification (ie: driver's license);
 - c) bring a completed application for a Civil Marriage Ceremony;
 - d) if specific vows are to be included, please provide a written copy; and
 - e) a valid Marriage License issued in the Province of Ontario is to be presented (date issued must be within 90 days of ceremony).
7. Alcohol or stimulants are not to be used by the Applicants or their witnesses prior to or during the Ceremony. If the Officiate has reason to believe that alcohol or other stimulants have been used, the Ceremony will not proceed.
8. In order to maintain the dignity of the Ceremony clothing should be appropriate for the occasion.
9. Music will be permitted at certain times throughout the Ceremony, and is to be determined during the pre-ceremony meeting. When selecting the type of music, consideration should be given to its appropriateness and contribution to the dignity of the occasion.

10. A maximum of 45 guests (not including the wedding party) can be accommodated in the Council Chambers (gallery section).
11. The taking of photographs will not be permitted during the Ceremony. An opportunity will be provided for photos before the ceremony begins, during the signing of the Register and when the Ceremony is complete. Videotaping of the Ceremony may be permitted subject to certain limitation at the discretion of the Officiate.
12. No confetti, rice, bubbles, etc., are allowed in the Municipal Office or grounds.
13. Minimal decorations are permitted (flowers, balloons). They may be placed 15 minutes prior to the Ceremony and removed within 15 minutes of the conclusion of the Ceremony. Use of decorations that are to be affixed to walls or furniture (tape, staples, nails, etc.) are not permitted.

Notes:

- a) **There is no minimum age requirement for a witness, however, it is suggested they should be at least 16 years of age, as a witness should be able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required. It is the Applicant's responsibility to provide the witnesses.**
- b) **Any deviation from the above guidelines are at the discretion of the Officiate.**
- c) **It is the Applicant's responsibility to provide an interpreter if they do not speak English and/or require language assistance. The interpreter cannot be one of the witnesses. The interpreter shall be required to sign a form confirming that he/she has interpreted the wedding ceremony.**
- d) **If personal vows are to be made, a written copy is to be submitted to the Officiate for review. Bring written copy to the pre-ceremony meeting.**
- e) **The Record of Solemnization of Marriage provided at the Ceremony is not a legal record. Approximately 12 weeks after the ceremony you may apply to the Office of the Registrar General to obtain an official Certificate of Marriage.**

Personal information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used for the purpose of providing the civil marriage solemnization services. Questions with respect to the collection of personal information should be addressed to the Freedom of Information and Privacy Coordinator, Town of Marathon, 4 Hemlo Drive, Marathon, Ontario P0T 2E0 (807)229-1340.



Civil Marriage Ceremony Booking Agreement

Applicant's Name: _____

Co-Applicant's Name: _____

Date of Ceremony: _____ Time: _____ am/pm

Contact Telephone No.: _____
(Day) (Evening)

1. Smoking, candles, confetti or rice are not allowed in or on municipal property.
2. The Applicants, as the renters of the Council Chambers for the Civil Marriage Ceremony, do hereby consent to defend and indemnify The Corporation of the Town of Marathon for any loss or damages incurred by their invitees. The Applicants agree that The Corporation of the Town of Marathon will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending on the invitation of the Applicants.
3. The renter shall be responsible for the conduct and supervision of all persons admitted to the Council Chambers and shall see that all regulations pertaining to the event are strictly followed.
4. The Municipal Council Chambers may only be used for civil marriage ceremonies conducted by the Municipal Clerk or Deputy Clerk.
5. All exits must be kept free from obstructions in case of fire.
6. The Council Chambers are available for a maximum of one and one-half hours only, minimal decorating is permitted.
7. Music deemed by the Officiate to be appropriate to the occasion will be allowed.
8. Changes to date and/or time are allowed at no additional charge, provided that the Council Chambers and the Officiate are available. Requests to change the date and/or time must be received a minimum of 48 hours prior to the originally scheduled date and time.
9. An administration fee of \$50.00 will be charged if the ceremony is cancelled prior to the scheduled date and time.

10. No refund will be issued if the ceremony is cancelled less than 48 hours prior to the scheduled date and time, or the Applicant(s) do not show up for the ceremony.
11. A booking is not confirmed until this Agreement is completed and returned to the Municipal Clerk with full payment (certified cheque, cash or debit).

Signature of Applicant

Date

Signature of Co-Applicant

Date

Personal information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used for the purpose of providing the civil marriage solemnization services. Questions with respect to the collection of personal information should be addressed to the Freedom of Information and Privacy Coordinator, Town of Marathon, 4 Hemlo Drive, Marathon, ON P0T 2E0 (807)229-1340.

Office Use Only	Marriage Ceremony Confirmation	
Name of Officiate		
Signature of Clerk's Office Representative		
Date		
Paid/Receipt Attached	YES/NO	YES/NO

8. Will rings be exchanged during the Ceremony: Yes No
 How many? One Two
9. Will there be a flower girl? Yes No
 Name and age: _____
10. Will there be a ring bearer? Yes No
 Name and age: _____
11. Is an Interpreter required? Yes No
 Name/Address/Phone Number

12. Will there be a photographer? Yes No
 Will there be a videographer? Yes No
13. Will there be music? Yes No
 If so, what type of music

14. Will there be decorations? Yes No
 Type of decorations:

15. Anticipated Number of Guests: _____
 (maximum 45, not including wedding party)
16. Are there any other additions to the Ceremony? Yes No
 If yes, please specify:

- 17: Additional Comments or Requests: _____

Fees:

\$300.00 (including GST) payable by certified cheque, cash, debit) Receipt # _____

Signatures:

Applicant: _____
 Co-Applicant: _____
 Date: _____

Option #1 - Simple Ceremony

Solemnizer:

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this women/these two people), under the authority given and provided by the Government of the Province of Ontario.

Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

Therefore, if there is any one present who can show just cause why these two persons may not be lawfully joined together in matrimony, speak now or forever hold their peace.

REPEAT (Person #1)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #2)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #1)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawfully wedded (husband/wife/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

REPEAT (Person #2)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawfully wedded (husband/wife/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

SOLEMNIZER:

I, _____ by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife/married as partners in life). May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made to one another.

You may now kiss

(After signing the Register, Solemnizer announces) I am pleased to announce (Mr & Mrs. _____/the married couple).

Option #2 – Simple Ceremony with Rings

Solemnizer:

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this women/these two people), under the authority given and provided by the Government of the Province of Ontario.

Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

Therefore, if there is any one present who can show just cause why these two persons may not be lawfully joined together in matrimony, speak now or forever hold their peace.

REPEAT (Person #1)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #2)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #1)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawfully wedded (husband/wife/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

REPEAT (Person #2)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawfully wedded (husband/wife/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

SOLEMNIZER to Person #1

This ring is a symbol of your marriage and a symbol of your life together, no beginning and no end.

Please place the ring on the third finger of _____'s left hand and repeat after me: "with this ring I thee wed, I shall love, honour and cherish thee, and this ring shall be a symbol of my love".

SOLEMNIZER to Person #2

This ring is a symbol of your marriage and a symbol of your life together, no beginning and no end.

Please place the ring on the third finger of _____'s left hand and repeat after me: "with this ring I thee wed, I shall love, honour and cherish thee, and this ring shall be a symbol of my love".

SOLEMNIZER:

I, _____ by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife/married as partners in life). May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made to one another.

You may now kiss

(After signing the Register, Solemnizer announces) I am pleased to announce (Mr & Mrs. _____/the married couple).

Option #3 – Simple Ceremony with Personal Vows and Rings

SOLEMNIZER:

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this women/these two people), under the authority given and provided by the Government of the Province of Ontario.

Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

Therefore, if there is any one present who can show just cause why these two persons may not be lawfully joined together in matrimony, speak now or forever hold their peace.

PERSONAL VOWS: Person #1

PERSONAL VOWS: Person #2

REPEAT (Person #1)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #2)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____.

REPEAT (Person #1)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawfully wedded (husband/wife/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

REPEAT (Person #2)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my lawfully wedded (husband/wife/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

SOLEMNIZER to Person #1

This ring is a symbol of your marriage and a symbol of your life together, no beginning and no end.

Please place the ring on the third finger of _____'s left hand and repeat after me: "with this ring I thee wed, I shall love, honour and cherish thee, and this ring shall be a symbol of my love".

SOLEMNIZER to Person #2

This ring is a symbol of your marriage and a symbol of your life together, no beginning and no end.

Please place the ring on the third finger of _____'s left hand and repeat after me: "with this ring I thee wed, I shall love, honour and cherish thee, and this ring shall be a symbol of my love".

SOLEMNIZER:

I, _____ by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife/married as partners in life). May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made to one another.

You may now kiss

(After signing the Register, Solemnizer announces) I am pleased to announce (Mr & Mrs. _____/the married couple).

Option #4 – Regular Ceremony

SOLMNIZER:

This couple has come here today to be joined in marriage.

The essence of this commitment is the taking of another person in his or her entirety as a lover, companion and friend.

It is therefore a decision not to be entered into lightly but rather with great consideration and respect for both the other person and oneself.

_____ and _____ have invited us to share this celebration as they affirm their love before us, pledge their faith to one another and enter into the joys and privilege of marriage.

Love is one of the highest experiences we human beings can have and it can add depth of meaning to our lives.

The day to day companionship, the pleasure of doing things together or in doing separate things but exchanging experiences, is a continuous and central part of what two people who love each other can share.

Marriage was established that two people might have life-long companionship, that natural instincts and affections might be fulfilled in mutual love, that children should enjoy the security of family life, love and home.

Marriage symbolizes the intimate sharing of two lives, yet this sharing must not diminish but enhance the individuality of each partner.

A happy marriage is one which is continually developing while growing in understanding of the other person.

By growing together in love, it is possible to share not only the joys of life, but the burdens of sorrow as well.

_____ and _____, your marriage is intended to join you in a relationship so intimate and personal, it will change your whole being.

It offers you the hope and indeed the promise of a love that is true and mature.

To attain such love, you will have to commit yourselves to each other freely and gladly for the sake of a richer and deeper life together.

If any person can show just cause why they may not be joined in marriage, let them speak now or forever hold their peace.

Who gives this woman in marriage to this man?

Person #1, please repeat after me:

I do solemnly declare that I do not know of any lawful impediment why I may not be joined in matrimony to _____

Person #2, please repeat after me:

I do solemnly declare that I do not know of any lawful impediment why I may not be joined in matrimony to _____

Person #1, please repeat after me:

I call upon these persons here present to witness that I, _____ do take you _____ to be my lawfully wedded (wife/life partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

Person #2, please repeat after me:

I call upon these persons here present to witness that I, _____ do take you _____ to be my lawfully wedded (husband/life partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfil the terms of this covenant you have made with one another.

I, _____ by virtue of the powers vested in me by the Province of Ontario Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife/partners in life).

You may kiss (your bride/your partner).

(Signing of register)

I am pleased to announce (Mr. & Mrs. _____/ the married couple).

Option #5 – Regular Ceremony with Rings

SOLMNIZER:

This couple has come here today to be joined in marriage.

The essence of this commitment is the taking of another person in his or her entirety as a lover, companion and friend.

It is therefore a decision not to be entered into lightly but rather with great consideration and respect for both the other person and oneself.

_____ and _____ have invited us to share this celebration as they affirm their love before us, pledge their faith to one another and enter into the joys and privilege of marriage.

Love is one of the highest experiences we human beings can have and it can add depth of meaning to our lives.

The day to day companionship, the pleasure of doing things together or in doing separate things but exchanging experiences, is a continuous and central part of what two people who love each other can share.

Marriage was established that two people might have life-long companionship, that natural instincts and affections might be fulfilled in mutual love, that children should enjoy the security of family life, love and home.

Marriage symbolizes the intimate sharing of two lives, yet this sharing must not diminish but enhance the individuality of each partner.

A happy marriage is one which is continually developing while growing in understanding of the other person.

By growing together in love, it is possible to share not only the joys of life, but the burdens of sorrow as well.

_____ and _____, your marriage is intended to join you in a relationship so intimate and personal, it will change your whole being.

It offers you the hope and indeed the promise of a love that is true and mature.

To attain such love, you will have to commit yourselves to each other freely and gladly for the sake of a richer and deeper life together.

If any person can show just cause why they may not be joined in marriage, let them speak now or forever hold their peace.

Who gives this woman in marriage to this man?

Person #1, please repeat after me:

I do solemnly declare that I do not know of any lawful impediment why I may not be joined in matrimony to _____

Person #2, please repeat after me:

I do solemnly declare that I do not know of any lawful impediment why I may not be joined in matrimony to _____

Person #1, please repeat after me:

I call upon these persons here present to witness that I, _____ do take you _____ to be my lawfully wedded (wife/life partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

Person #2, please repeat after me:

I call upon these persons here present to witness that I, _____ do take you _____ to be my lawfully wedded (husband/life partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

_____, do you have the ring?

This ring is a symbol of your marriage and a symbol of your life together, no beginning and no end.

Please place it on the third finger of _____ left hand, repeating after me:

With this ring, I thee wed, I shall love, honour and cherish thee, and this ring shall be the symbol of my love.

_____, do you have the ring?

This ring is a symbol of your marriage and a symbol of your life together, no beginning and no end.

Please place it on the third finger of _____ left hand, repeating after me:

With this ring, I thee wed, I shall love, honour and cherish thee, and this ring shall be the symbol of my love.

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfil the terms of this covenant you have made with one another.

I, _____ by virtue of the powers vested in me by the Province of Ontario Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife/partners in life).

You may kiss (your bride/your partner).

(Signing of register)

I am pleased to announce (Mr. & Mrs. _____/ the married couple).

Option #6 – Regular Ceremony with Personal Vows and Rings

This couple has come here today to be joined in marriage.

The essence of this commitment is the taking of another person in his or her entirety as a lover, companion and friend.

It is therefore a decision not to be entered into lightly but rather with great consideration and respect for both the other person and oneself.

_____ and _____ have invited us to share this celebration as they affirm their love before us, pledge their faith to one another and enter into the joys and privilege of marriage.

Love is one of the highest experiences we human beings can have and it can add depth of meaning to our lives.

The day to day companionship, the pleasure of doing things together or in doing separate things but exchanging experiences, is a continuous and central part of what two people who love each other can share.

Marriage was established that two people might have life-long companionship, that natural instincts and affections might be fulfilled in mutual love, that children should enjoy the security of family life, love and home.

Marriage symbolizes the intimate sharing of two lives, yet this sharing must not diminish but enhance the individuality of each partner.

A happy marriage is one which is continually developing while growing in understanding of the other person.

By growing together in love, it is possible to share not only the joys of life, but the burdens of sorrow as well.

_____ and _____, your marriage is intended to join you in a relationship so intimate and personal, it will change your whole being.

It offers you the hope and indeed the promise of a love that is true and mature.

To attain such love, you will have to commit yourselves to each other freely and gladly for the sake of a richer and deeper life together.

If any person can show just cause why they may not be joined in marriage, let them speak now or forever hold their peace.

Who gives this woman in marriage to this man?

Personal vows

Person #1, please repeat after me:

I do solemnly declare that I do not know of any lawful impediment why I may not be joined in matrimony to _____

Person #2, please repeat after me:

I do solemnly declare that I do not know of any lawful impediment why I may not be joined in matrimony to _____

Person #1, please repeat after me:

I call upon these persons here present to witness that I, _____ do take you _____ to be my lawfully wedded (wife/life partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

Person #2, please repeat after me:

I call upon these persons here present to witness that I, _____ do take you _____ to be my lawfully wedded (husband/life partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

_____, do you have the ring?

This ring is a symbol of your marriage and a symbol of your life together, no beginning and no end.

Please place it on the third finger of _____ left hand, repeating after me:

With this ring, I thee wed, I shall love, honour and cherish thee, and this ring shall be the symbol of my love.

_____, do you have the ring?

This ring is a symbol of your marriage and a symbol of your life together, no beginning and no end.

Please place it on the third finger of _____ left hand, repeating after me:

With this ring, I thee wed, I shall love, honour and cherish thee, and this ring shall be the symbol of my love.

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfil the terms of this covenant you have made with one another.

I, _____ by virtue of the powers vested in me by the Province of Ontario Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife/partners in life).

You may kiss (your bride/your partner).

(Signing of register)

I am pleased to announce (Mr. & Mrs. _____/ the married couple).



Our Facilities:

Town Hall is located at 4 Hemlo Drive



These are double door entrances to the Council Chambers



This is Council Chambers



The gallery seating in Council Chambers will accommodate up to 45 guests with an excellent view of the ceremony.





TOWN OF MARATHON OFFICIATE

Mrs. Louise Lees, Deputy Clerk



Mrs. Lees will seek to assist all couples in fulfilling their wedding day plans and wishes.

Our Officiate is warm, welcoming and professional. She will do her utmost to ensure the right ambiance at every wedding she conducts.

