

WEDDING CEREMONY REQUEST

BRIDE'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

GROOM'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

Date requested for Ceremony: \_\_\_\_\_

Time requested for Ceremony: \_\_\_\_\_

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FOR OFFICIAL USE ONLY

Mayor accept \_\_\_\_\_ Not Accept \_\_\_\_\_

Check Received: \_\_\_\_\_

Confirmation received: \_\_\_\_\_

## INSTRUCTIONS TO INDIVIDUALS REQUESTING MAYOR TO PERFORM WEDDING

1. Your check in the amount of \$100.00, payable to Borough of Kenilworth Community Fund **MUST** be received at least 24 hours prior to the ceremony. (**Note:** the Mayor does not receive any compensation and your donation to the Community Fund is tax deductible.)
2. You **MUST** contact Boro Hall on the last business day prior to the ceremony between the hours of 9:00 a.m. and 3:00 p.m. to confirm. (908) 276 9090.
3. You **MUST** bring your marriage license to the ceremony. Pick it up from your Health Department no later than the last business day prior to your ceremony.
4. If you are running late for your ceremony you **MUST** contact the Kenilworth Police Department and ask them to contact the Mayor. (If you are late to your ceremony and do not call the Mayor will assume that the ceremony was canceled and will not wait.)
5. If for some reason your ceremony is canceled or delayed, please have the courtesy to contact the Kenilworth Police Department and ask them to contact the Mayor.
6. All ceremonies will take place at Borough Hall in the meeting room.
7. Special requests must be cleared with the Mayor.

Please follow the above instructions in order to ensure that your wedding takes place without any problems. Congratulations and good luck.