



Office of the City Clerk
Katherine L. Jones, CMC

389 Congress St. Room 203 • Portland, ME 04101 • (207) 874-8617
www.portlandmaine.gov

Wedding Package

Fee:

- \$300- includes:
 - State of Maine Room for one hour.
 - Notary to perform ceremony
 - Chairs for guests
 - Table for refreshments (refreshments not included)
 - Faux Bouquet*
 - Names to appear on 2nd floor electronic marquees

Additional Info:

- If you have not filled out your Marriage Intentions forms, the couple must do so together at least one hour prior to the ceremony start time. For more information on the intention forms please visit our website or call.
- Confirmation will be emailed to the address listed on this form.
- Portland City Hall is a dry campus during your event.
- Any damage to the equipment or facilities, other than normal use, shall be your responsibility.
- All fees are **payable to the City of Portland**. A non-refundable deposit of \$60 is required at booking. Remaining balance will be due the day of the event.
- All bookings must be made through the Portland, Maine City Clerk's Office at least **two weeks** prior to the event.*
**please note: For mid October through the first week of November bookings consult with City Clerk Staff for availability.*
- Two witnesses will be needed.

Non-Refundable Deposit: \$60 Remaining Balance due day of Wedding: \$240 Room for one additional hour: \$60

Applicant Information:	
Today's Date:	
Names of Couple:	
Applicant/Contact Person's Name:	
Daytime Phone Number:	
Phone Number Day of Event:	
Email Address:	

Event Information:	Highest Preferred Date/Time First		
Date: (First Choice)		Time:	
Date: (Second Choice)		Time:	
Date: (Third Choice)		Time:	

Room Setup:	
Number of Guests: ❖ Please note State of Maine Room holds 50 people comfortably	
Chair Arrangement: Please check one	<input type="checkbox"/> Chairs with a Center Aisle <input type="checkbox"/> Chairs with no Aisle
Will you need a Bouquet? Please note it is faux flowers	<input type="checkbox"/> Yes* <input type="checkbox"/> No *\$20 cash deposit returned after ceremony use
Will you be having music? Only unamplified permitted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ceremony Choice: Please see page for selection	<input type="checkbox"/> Choice #1 <input type="checkbox"/> Choice #2 <input type="checkbox"/> Own Vows

Read Carefully & Sign:

Applicant, by signature below, understands that this application does not guarantee dates above until you have received a confirmation from the Clerk's Office. That deposit of \$60 is non-refundable. The applicant further agrees to abide by rules and regulations governing the above package. The City Clerk's office reserves the right to cancel due to unexpected City Hall Closures.

Signature _____

Date _____

Clerk's Use Only

Date: _____	Deposit: _____	Date: _____	Remaining Balance: _____
Cash: _____		Cash: _____	
Check: _____		Check: _____	
Credit: _____		Credit: _____	

Notary Performing Ceremony: _____

Room Reserved (Clerk please initial): _____

Additional Notes: _____

Choice #1:

We are gathered here today to join these two people in marriage.

Marriage is one of the most important obligations that any two people commit to in their lifetime. It offers the greatest challenges to overcome, but in return it gives us strength and support from one another. Always remember to treat each other with respect and kindness.

_____, do you take _____ to be your partner in life/spouse/husband/wife, to love, honor & cherish for better or worse, in sickness and in health, for richer or poorer, as long as you both shall live?

_____, do you take _____ to be your partner in life/ spouse/husband/wife, to love, honor & cherish for better or worse, in sickness and in health, for richer or poorer, as long as you both shall live?

As you have pledged your promises to each other, by the power vested in me by the State of Maine, You are now married.

Choice #2:

We are gathered here today to celebrate one of life's greatest moments, the joining of two hearts and to give recognition to the worth and beauty of love, and to add our best wishes to the words which shall unite this couple in marriage.

Today we have come together to witness the joining of these two lives. For them, out of the routine of ordinary life, the extraordinary has happened. They met each other, fell in love and are finalizing it with their wedding. A good marriage must be created. It is never being too old to hold hands. It's remembering to say I love you every day and it is not just marrying the right person its being the right partner.

_____, do you take _____ to be your PARTNER/SPOUSE/HUSBAND/WIFE? Do you promise to love, honor, cherish and protect him/her, forsaking all others and holding only unto him/her?

_____, do you take _____ to be your PARTNER/SPOUSE/ HUSBAND/WIFE? Do you promise to love, honor, cherish and protect him/her, forsaking all others and holding only unto him/her?

Wedding rings are an unbroken circle of love, signifying to all the union of this couple in marriage.

RING EXCHANGE

Repeat after me, _____ "This ring is my sacred gift, with my promise that I will always love you,
name
cherish you and honor you all the days of my life. And with this ring, I thee wed."

Repeat after me, _____ "This ring is my sacred gift, with my promise that I will always love you,
name
cherish you and honor you all the days of my life. And with this ring, I thee wed."

By the power vested in me by the State of Maine I now pronounce you married / husband & wife.