

Guidance for Couples Wishing to Marry/Register Civil Partnerships at the Hospitium

We want to make sure that the planning for your day goes as smoothly as possible, therefore please read the following carefully to ensure that you are aware of all that is required from you once you have discussed your venue requirements with us.

1. Having confirmed with us the date and time of your marriage/registration at the Hospitium, we recommend that you contact the Superintendent Registrar for the district in which the Hospitium is situated. The contact details are as follows:

Mr R T Livesey
Superintendent Registrar
The Register Office
56 Bootham
York
YO3 7DA

Hours of Office Opening:
Monday to Friday
8.30am to 5pm

Tel: 01904 654477

Fax: 01904 638090

www.york.gov.uk/register

2. You will need to confirm with the Superintendent Registrar that he/she can attend to conduct the ceremony of the day and time in question. This can be done up to 18 months in advance of the marriage/registration.

3. Following your enquiry to the Superintendent Registrar, within 7 days of your phone call you will receive written confirmation. This confirmation will outline the date and place at which you will need to give legal notice of your intention, along with the documents you need to produce and the fee to be paid.

IMPORTANT NOTICE: A notice of intention to marry/register civil partnerships can be given a maximum of 12 months in advance of the date. This must be done before the Superintendent Registrar of the office in the district in which you reside. You cannot get married/register a civil partnership without giving due notice in the district(s) where you live.

4. It is important to remember that a ceremony which takes place at the Hospitium has no religious connotations. The Superintendent Registrar who performs the ceremony will outline the manner in which it is to be conducted. We recommend that you discuss how you would like to personalise your ceremony in advance with the Superintendent Registrar.

5. Any copyright for music, readings, etc permitted at the ceremony are a matter for you as the couple and us as the holder of the approval for the Hospitium.

6. As a final note please make sure that you as the couple have taken care of all the legal requirements, and that the Superintendent Registrar who will be conducting the ceremony has the relevant authorities in his/her possession, well in advance of the date of your marriage/registration.