



YOUR CEREMONY IN

Leeds



THANK YOU FOR CHOOSING LEEDS AS THE VENUE FOR YOUR CEREMONY

Congratulations on your forthcoming ceremony. We are delighted to take part in what we hope will be one of the happiest days of your lives.

We will do our very best to help you create a ceremony which is personal to you both so that your special day is a happy and relaxed occasion.

This brochure will help you plan your ceremony and will explain the choices which are available to you. I hope that you will find it helpful and interesting.

J. S. Coupe

Steve Coupe
Superintendent Registrar

"Many thanks for making our ceremony special... We had a wonderful day..."

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"The service, welcome and understanding you showed us and our guests at our civil partnership was wonderful..."



Martin Banks Photography



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YOUR CEREMONY AT LEEDS TOWN HALL

"Thank you for conducting such a wonderful ceremony..."

"The Brodrick suite has been done beautifully and the Registrars made it a wonderful day..."



Martin Banks Photography

Leeds Town Hall, in the heart of Leeds, is the home of Leeds Register Office and is Yorkshire's premier ceremony venue.

A grade I listed building, it provides a magnificent setting for your wedding or civil partnership.

We have a choice of two spacious and attractive rooms, both with fresh flower displays.

The Brodrick Suite is tastefully decorated with contemporary furnishings and has seating for forty guests. A comfortable interview lounge and stylish waiting area complete the suite.

The Albert Room provides a more traditional venue for your ceremony and can accommodate larger parties of up to one hundred guests. This is an imposing arena and incorporates skylighting and an elevated balcony to give your ceremony a special uplifting experience!



Martin Banks Photography

Both rooms are equipped with CD music facilities and hearing loops for the comfort of your guests. Web cameras are also installed in both rooms to enable absent friends and relatives to share in the occasion.

We hold ceremonies at the Town Hall between 9.00 am and 4.00 pm Monday to Friday and up to 3.45 pm on Saturdays. As you may expect, Fridays and Saturdays are a popular choice, so please make your arrangements well in advance to secure your preferred date and time.

You can make a provisional booking for a small administration fee. Please ring 0113 222 4408.

Leeds Town Hall is situated on the Headrow, at its junction with Calverley Street. Please note that we are unable to provide parking at the Register Office although there is a dropping-off area at the front of the Town Hall. There is level access from the car park to the lift, providing access to both ceremony rooms and waiting areas. Alternatively you may enter by the sweeping Portland stone steps at the front of the Town Hall leading into the magnificent domed vestibule.

Please see the map at the back of this brochure for the location of car parks in central Leeds. There are also a number of metered parking areas around the Town Hall in Oxford Place, Great George Street, Portland Street and Calverley Street (opposite the Civic Hall).

Disabled parking is available at the front of the Town Hall and on Alexander Street with level access provided to the lift.

YOUR CEREMONY IN OTHER APPROVED VENUES

Choosing the venue for your ceremony will be one of your most important decisions. Leeds has a wide range of other venues, which are approved for both marriage ceremonies and civil partnerships. This includes hotels, banqueting suites and stately homes. A full list of our Approved Venues is included on page 16 of this brochure.

If you decide to hold your ceremony at an Approved Venue you should first make a provisional booking with them and then confirm with us that we will have a Registrar available to attend your ceremony. You can make a provisional booking for a small administration fee. Please ring 0113 222 4408. We will do our best to be as accommodating as we can and are happy to attend your ceremony at Approved Venues on Sundays and Bank Holidays, although the law requires that ceremonies must take place between 8 am and 6 pm.

Please note that in addition to paying for the Registrars to attend your ceremony you will also need to pay the Approved Venue for the use of their premises.

Please pay your ceremony fee to us at least 12 weeks in advance. If your ceremony is in less than 12 weeks you will need to pay in full when you book. Please make cheques payable to Leeds City Council or ring 0113 222 4408 to pay by credit or debit card.

"...The Registrar who conducted our ceremony made us both feel so at ease and relaxed..."



Martin Banks Photography



Martin Banks Photography



ARRANGING YOUR CEREMONY

Before you can get married or register your civil partnership, you must both “give notice”, in person, at your local Register Office, regardless of where you are holding your ceremony. If you live in Leeds you will need to make an appointment, although you will need to have lived here for at least 8 days before you can give your notice. Please ring 0113 222 4408.

As a notice is only valid for one year you may therefore only give your notice up to twelve months before your ceremony.

However, we will be happy to make a provisional booking for your preferred time and date for a small booking fee. We will then let you know when you will need to give your notice.

Please let us know as soon as possible if you need to cancel or change the date for your ceremony.

After you have both given your notice you must wait at least 16 days before your ceremony can take place.

Please note that the notice fee is non-refundable and that once you have given your notices, it is not possible to change the venue for your ceremony. To do this you must give a new notice.

“Thanks very much for your support and guidance... we had a lovely day and you made us feel at ease...”

DOCUMENTS YOU WILL NEED

When you give your notice you will need to bring documents to show that you are free to get married or to form a civil partnership.

We will need to see:

Proof of your identity – a current passport or full birth certificate and photo driving licence.

Evidence of a change in name – a Deed Poll, Change of Name Deed or Statutory Declaration.

Proof of your address – a council tax bill or recent utility bill, bank statement or driving licence.

Proof of your marital status – a court-stamped copy of the Decree Absolute or a Civil Partnership dissolution certificate (as well as a translation if this took place in a foreign country). If you are widowed or your former civil partner has died you will need to bring a marriage or civil partnership certificate and a death certificate.

You must both be over sixteen but if either of you is under eighteen we will need to see proof that your parents or guardian(s) consent to your ceremony. Please contact us for advice on 0113 222 4408.

If you have already married each other or held a civil partnership in a foreign country, you only need to go through a ceremony again in this country if you think that the relationship is not legal. If you do decide to hold another ceremony here, you will need to bring documents relating to the original ceremony issued by that country when you give your notice.

"...Thank you so much for the lovely ceremony... everything was perfect... you were so helpful and made the day very special. Everyone was very impressed..."

WHAT TO DO IF YOU ARE FROM OUTSIDE THE EUROPEAN UNION

If you or your partner are from outside the European Union and are subject to immigration control you must either:

- Hold a fiancé visa or an entry clearance visa for civil partnership,
- Hold a Home Office Certificate of Approval, or
- Be a person with settled status in the UK (eg. have "indefinite leave to remain" stamped in your current passport)

When you give your notice you must both come to the Register Office together and bring all the necessary paper work to show that you are free to get married or register a civil partnership (eg. certificate of approval, passport etc.) as well as the other documents mentioned above.

THE CEREMONY

Once you have given your notice, we will give you a copy of our basic ceremony. The basic ceremony is simple but meaningful and lasts approximately twenty minutes, including photographs and signing the register.

We offer a choice of ceremonies and we have a selection of readings, vows and music to enhance your ceremony. You may also provide your own choices and we welcome the involvement of family and friends. This is your chance to make your ceremony personal and meaningful to you both.

We will play background music before and after the ceremony, and during the signing of the register. If you wish to choose your own music, you may bring your own CD although it is important that any music, readings or vows has no religious connotation. Please contact us if you are in any doubt.

Please arrange to arrive with your guests at least ten minutes before the start of your ceremony. Remember to make allowances for parking, traffic delays and any pre-ceremony photographs. If you or your guests are late, we may need to re-book your appointment to avoid disrupting later ceremonies.

Before the ceremony the Registrar will meet with you in private to check the details that will appear in the register. If you prefer, the Registrar can see you separately. If your ceremony is at the Town Hall the Registrar will also collect the ceremony fee from you at this point.

You must have at least two witnesses who should be over the age of sixteen and be able to understand the nature of the ceremony.

The Registrar will guide you through the ceremony and will ask you both to repeat your vows and the legal declarations – so there is no need to worry about remembering them! At the end of the ceremony the Registrar will ask you both to sign the register and will present you with your certificate.

"Your professional, supportive and friendly manner made the ceremony so special. I felt you were happy to be part of our celebrations..."



Martin Banks Photography

“...Thank you for your help with our ceremony... it was so personal and moving, and more than we expected. Everyone commented on how lovely the ceremony was and what a lovely location to hold it...”



Martin Banks Photography

RELIGIOUS MARRIAGES

Church of England

If you are getting married in a Church of England you should speak to the Vicar. If the Vicar is able to marry you they will call Banns for you on three Sundays before the day of your ceremony. As the Vicar will also register your marriage there is generally no need to contact the Register Office.

Other Places of Worship

If you are getting married in any other church or religious building you will need to give a notice of marriage at your local Register Office.

You must first have the permission of the minister or governing body of the Church or religious building to get married there.

The building must normally be situated in the district where you and your partner live. You can normally only marry in a different district to where you live if either of you usually worships there. You may also get

married in another district if there is no building of your religion in the area where you or your partner lives. We will be happy to advise you.

A Registrar from the Register Office may need to register your wedding at some religious buildings whereas others have their own Registrar (an Authorised Person). If you do need a Registrar from this office to attend your wedding please book this with us as soon as possible.

CELEBRATORY CEREMONIES

Naming Ceremonies

Welcoming your new arrival.

A Naming Ceremony is a very special way of celebrating the birth of your child and welcoming your new arrival into the family.

You can declare, amongst family and friends, your promise to be a good parent, and the ceremony allows for friends and relatives to pledge their love and support for your child's future.



Martin Banks Photography

A Naming Ceremony is also the perfect opportunity to announce the names you have chosen for your child.

Re-affirming your Marriage Vows

Make your wedding anniversary extra special;

Say "I do" again.

Whether you are celebrating your first, twenty fifth, or your fortieth anniversary, a re-affirmation ceremony is the perfect way to celebrate.

You may also want to celebrate a recent wedding overseas with friends and family who were unable to make the trip with you.

Each ceremony is unique. We will guide you through the options available and help you create a ceremony that will be special to you and your family. You may hold your ceremony either at Leeds Town Hall or at other approved venues across Leeds.



If you are holding your ceremony at the Town Hall our web camera service will enable absent family and friends to share the experience with you.

The ceremonies contain no religious content and there is no legal status to the ceremonies.

Create your own ceremony at the magnificent Leeds Town Hall, Yorkshire's premier ceremonies venue, and make it a day to remember.

Citizenship Ceremonies

A Citizenship ceremony is the final stage in the journey towards British citizenship. The ceremony enables new citizens to celebrate their new status and welcomes them into the community. After successfully completing the application process, adults (over 18 years) must attend a ceremony at which they will swear or affirm an oath to observe the laws of this country and pledge their allegiance to the Queen. Children are also welcome to take part.

We hold group ceremonies every two weeks at Leeds Civic Hall. If you wish, you may have a private ceremony for an additional fee at Leeds Town Hall.

Our Nationality Checking Service enables people applying for British citizenship to make their application in person. One of our registered advisors will check that the application form is completed correctly and will send copies of all necessary supporting documents to the Home Office along with the application form.

See our website www.leeds.gov.uk for further details.





POINTS TO REMEMBER

This guide is for general information only and is not a full statement of the law. Please ring us on 0113 222 4408 for further information.

Book well in advance to secure the time and date you want. A notice is valid for one year but for a small fee we can accept bookings more than a year ahead.

You must both attend to give your notice unless you live in different areas. In this case you must each go to your local Register Office. In Leeds you will need to make an appointment. Please ring 0113 222 4408.

Make sure you have the right documents when you attend. If you are in any doubt telephone and discuss the matter with the Registrar.

We offer a choice of ceremonies, vows and readings but remember it is your day so feel free to put forward your own suggestions.

General information on Leeds and the surrounding area is available from the Tourist Information Centre (0113 242 5242) who also operate an accommodation booking service.

We are constantly seeking to improve the service we offer so please tell us what you like or don't like.

We gratefully acknowledge the support of the firms whose advertisements appear in these pages but wish to make it clear that Leeds City Council accepts no responsibility for, nor is seeking to endorse the products, companies or services featured.

“Many thanks for your help and courtesy before and during our son's wedding...”

“Thank you for making our civil partnership so special and memorable... Many of our family and friends commented on how well you conducted the ceremony and how you did a fantastic job at helping us control our nerves!”



Martin Banks Photography



Hilton Leeds City

HILTON LEEDS CITY

(Licensed for Civil Ceremonies)

You say "I do" and the Hilton will do the rest!

The Hilton Leeds City offers the expertise of their wedding specialists to assist you with the organisation of your big day. There is no detail too small and no challenge too great that cannot be overcome.

They are licensed to hold wedding celebrations and civil partnerships for small intimate gatherings as well as events for 300 guests.

Their dedicated Wedding Advisor will be with you every step of the way during the organisation, ensuring that your day is memorable for all the right reasons.

Hilton Leeds City,
Neville Street, Leeds LS1 4BX
Tel: 0113 244 2000
Web: www.hilton.co.uk



Royal Armouries (International) PLC

ROYAL ARMOURIES (INTERNATIONAL) PLC – SAVILES HALL

(Licensed for Civil Ceremonies)

Saviles Hall, opposite the Royal Armouries Museum has been described on more than one occasion as "an idyllic venue for weddings." The location is ideal as it is complemented by Clarence Dock and its stunning waterfront views.

Royal Armouries (International) PLC is licensed for weddings and civil partnerships and offers a comprehensive range of day and evening wedding packages that come in all shapes and sizes. There is a selection of beautiful reception rooms that are suitable for varying numbers, which can cater for 80-1500 guests.

In order to help create your perfect day and ensure that nothing is overlooked, your dedicated wedding co-ordinator comes equipped with plenty of ideas, knowledge of reputable suppliers, lots of experience and bags of enthusiasm. Sales Manager and Wedding Organiser Janna Wood states "We are very professional in our approach as Wedding planners and aim to provide a seamless experience."

Royal Armouries (International) PLC, Armouries Drive, Leeds LS10 1LT
Tel: 0113 220 1990
Email: enquiries@rai-events.co.uk
Web: www.rai-events.co.uk



Thorpe Park Hotel & Spa

THORPE PARK HOTEL & SPA

(Licensed for Civil Ceremonies)

Hold your celebrations at the only UK hotel with a Gold Servicemark award. Style and service go hand-in-hand at Thorpe Park Hotel and Spa. With private rooms for up to 150 guests, a civil wedding licence, special accommodation rates for your guests and all-inclusive rates making it easy to budget, this exclusive venue is an ideal choice for your special day. There are stunning indoor and outdoor backdrops for your photographs and extensive spa facilities, ideal for pre wedding celebrations.

Thorpe Park Hotel & Spa,
1150 Century Way, Leeds LS15 8ZB
Tel: 0113 264 1000
Email: thorpepark.events@shirehotels.com
Web: www.thorpeparkhotel.com



City Inn Leeds

CITY INN LEEDS

(Licence for Civil Ceremonies pending)

City Inn Leeds, has a stylish and contemporary, yet unconventional approach to design, cuisine and the arts making the hotel the perfect backdrop for your special wedding ceremony or civil partnership. The spaces are flexible so if you prefer a small and intimate gathering, one of their private dining rooms are ideal or, if you have a larger party in mind, for family and friends, their spectacular Sky Lounge with 360 degree views over Leeds City is the ultimate choice. In the summer months you may wish to take advantage of the south facing, canal side terrace, it's the venue in Leeds for al fresco dining.

They have an experienced team, which will be on hand to help you plan your unique day and they have sumptuous buffets to choose from. Alternatively, you can tailor a menu to reflect a personal choice. Whatever you choose you are welcome to come in for a pre-wedding taster of the menu and wine of your choice (maximum of two people).

Of course one of the benefits of holding your special event at City Inn is that you have the whole day from start to finish in one venue but you can still add variety by moving guests through the unique spaces. You can also finish the day off in one of their beautiful suites with stunning views across the City.

City Inn Leeds, 2 Wharf Approach, Granary Wharf, Leeds LS1 4BR
Tel: 0113 243 8885
Email: leeds.reservations@cityinn.com
Web: www.cityinn.com/leeds



Mr Foley's Cask Ale House

MR FOLEY'S CASK ALE HOUSE

Leeds CAMRA Pub of the year 2009

Mr Foley's is situated opposite the Town Hall. They offer rooms for buffet style receptions from 20 to 150 guests. Buffets start from £10.00 per person. A most convenient location, in a smart but informal atmosphere, with a fine range of beers, lagers and wines in this new speciality Cask Ale House. Call them on 0113 242 9674 or 'pop in' and see what they can offer and which rooms can suit your requirements and they do not charge room hire.

Mr Foley's Cask Ale House,
159 The Headrow, Leeds LS1 5RG
Email: mrfoleys@mitchellsims.co.uk
Web: www.york-brewery.co.uk



Britannia Hotel Leeds Bradford

BRITANNIA HOTEL LEEDS BRADFORD

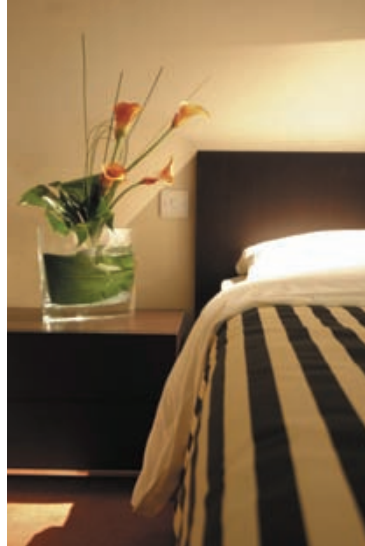
(Licensed for Civil Ceremonies)

You've set the date. You're looking forward to the happiest day of your life, but there's so much to arrange and do.

Let the Britannia Hotel Leeds Bradford help you with all of your arrangements. The hotel specialises in hosting wedding celebrations and commitment ceremonies.

Offering a dedicated event planner to help you plan and meet your individual needs, with superb facilities, you'll enjoy your wedding your way.

Britannia Hotel Leeds Bradford,
Leeds Road, Bramhope, Leeds LS16 9JJ
Tel: 0845 838 5551
Web: www.britanniahotels.com



Park Plaza Leeds

PARK PLAZA LEEDS

(Licensed for Civil Ceremonies)

Catering for up to 200 guests the banqueting suites boast floor to ceiling windows with fabulous views of the city and are accessed by their own elevator; so whether you are wanting a small intimate celebration or a larger event Park Plaza can cater for your every need.

Park Plaza's extensive menus offer you a fabulous choice of British classics or for something a little different choose from their award winning Pan-Asian Chino Latino menu. Alternatively discuss tailor-made menus with the Head Chef to make your day as special as you would like it to be. Guests can stay in one of the 185 design-led bedrooms and suites located over 20 floors, many offering fantastic views of the city skyline and surrounding countryside.

Park Plaza Leeds,
Boar Lane, City Square, Leeds LS1 5NS
Tel: 0113 380 4000
Fax: 0113 380 4102
Email: pplconf@pphe.com
Web: www.parkplaza.com



The Met, Leeds

THE MET, LEEDS

(Licensed for Civil Ceremonies)

The Met, Leeds, a stunning contemporary hotel, is the ideal setting to host your special day. This enchanting building combines a contemporary style which blends beautifully with the hotel's many character features and has recently undergone a £6 million refurbishment programme.

They have two exquisite rooms, which are licensed for civil ceremonies and offer a sophisticated ambience for your important day. They can cater for intimate gatherings or if you have a larger event in mind, The Met Suite can accommodate up to 200 guests. With 120 bedrooms it is perfect for your guests to stay. Inclusive packages start from £25.95 per person and include everything from room hire, catering to complimentary accommodation for the happy couple!

The Met,
King Street, Leeds, LS1 2HQ
Tel: 0113 245 0841
Email: enquiries.met@principal-hayley.com
Web: www.principal-hayley.com



Radisson Blu Hotel Leeds



RADISSON BLU HOTEL LEEDS

(Licensed for Civil Ceremonies)

The Radisson Blu Hotel, Leeds appreciates that your wedding is as individual as you and therefore offers a flexible solution to make your big day special. The magnificent Grade II listed building retains many of the art deco styles of the 1930s which combine perfectly with the chic furnishings of the four star deluxe hotel.

The award-winning hotel, which is the ideal location for a civil ceremony, caters for parties from 8 to 50 guests. Each function room has its own character; from the modern ambience of the Amsterdam and the mezzanine floor, to the intimate panelled boardroom of the Presidential suite. The dedicated staff are committed to ensuring you have the perfect day from the planning stages through to the day itself.

Radisson Blu Hotel Leeds,
No 1 The Light, The Headrow, Leeds LS1 8TL
Tel: 0113 236 6000 Fax: 0113 236 6100
Email: events.leeds@radisson.com



The Village Hotel & Leisure Club

THE VILLAGE HOTEL & LEISURE CLUB

(Licensed for Civil Ceremonies)

Set in beautiful grounds The Village Hotel & Leisure Club prides itself on making your Wedding day complete. Their attention to detail and complete flexibility will make your day a truly memorable occasion.

Their suite caters for up to 260 guests for your Wedding breakfast and 300 guests for an evening reception, with smaller rooms for a more intimate celebration. The bar/reception area is ideal for your reception drinks.

The Village Hotel & Leisure Club,
186 Otley Road, Headingley, Leeds LS16 5PR
Tel: 0113 278 1000 option 1
Web: www.village-hotels.co.uk



Temple Newsam House

TEMPLE NEWSAM HOUSE

(Licensed for Civil Ceremonies)

This magnificent Tudor-Jacobean country house dates back to the 1500's and has been described as the Hampton Court of the North. There are a number of exquisite rooms that are licensed for Civil Ceremonies and available for dining. Temple Newsam offers grandeur and intimacy and is only four miles from Leeds city centre. Set within 1500 acres of beautiful gardens, mature woodland and rolling parkland it is the perfect setting.

Temple Newsam House,
off Selby Road, Leeds LS15 OAE
Tel: 0113 264 7321
Email: temple.newsam.house@leeds.gov.uk
Web: www.leeds.gov.uk/templenewsamhouse



Corn Mill Lodge Hotel, Leeds

CORN MILL LODGE HOTEL, LEEDS

(Licensed for Civil Ceremonies)

The Corn Mill Lodge, situated on the outskirts of Leeds within easy reach of Pudsey and Horsforth, has a patio decorated with award winning floral displays and is sometimes referred to as the Garden Hotel.

With friendly staff and a choice of your own menu, you will feel relaxed and comfortable on your special day. The hotel can cater for 100 at the civil ceremony, 85 at the wedding breakfast and 120 at the evening reception.

There is free use of the bridal suite for the bride and groom, 75 competitively priced bedrooms for guests with a complimentary full English breakfast on Saturday and Sunday mornings.

Corn Mill Lodge Hotel,
Pudsey Road, Bramley, Leeds LS13 4JA
Tel: 0113 257 9059 Fax: 0113 257 6665
Email: bookings@cornmilllodgehotel.co.uk
Web: www.cornmilllodgehotel.co.uk



the stroom

THE STROOM

(Licensed for Civil Ceremonies)

the stroom, in the heart of Pudsey, is a unique find. It offers something different to chain hotels with food of a superior quality and the service to match.

The owners will be on hand throughout your wedding day to ensure everything is perfect in this stylish location.

A range of excellent value packages are available and you even get a complimentary meal on your 1st anniversary.

The modern rooms cater for up to 85 guests for a civil ceremony and wedding breakfast or 120 for an evening buffet and disco.

the stroom restaurant & function rooms,
9 Chapeltown, Pudsey, Leeds LS28 7RZ
Tel: 0113 257 0140
Email: info@thestroom.co.uk
Web: www.thestroom.co.uk



Martin Banks Photography

MARTIN BANKS PHOTOGRAPHY EST 1995

'a fresh approach to wedding and civil partnership photography'

With over 10 years experience Martin has earned a reputation for his relaxed yet professional approach to wedding and civil partnership photography, examples of which can be seen throughout this brochure, including the front cover.

Martin's friendly style enables him to create a wide range of images capturing those fun and precious moments without taking over your special day.

For more information:
30 St Mary's Park Crescent, Leeds LS12 3UU
Tel: 0113 279 9608
Mob: 07973 819747
Web: martinbanksphotography.co.uk

LICENSED VENUES IN LEEDS

114 The Arch Restaurant

114 Richardshaw Lane, Stanningley, Pudsey LS28 6BN
Tel: 0113 236 3964

Aagrah Restaurant and the Mid-point Suite

The Aagrah Building, Mid Point, Thornbury, Leeds BD3 7AY
Tel: 01274 530880

Bewleys Hotel Leeds

City Walk, Leeds LS11 9AT
Tel: 0113 2452030

Britannia Hotel Leeds Bradford

Leeds Road, Bramhope, Leeds LS16 9JJ
Tel: 0113 284 3966

Chevin Country Park Hotel

Yorkgate, Otley, West Yorkshire, Leeds LS21 3NU
Tel: 01943 467 818

Civic Hall, Leeds

Tel: 0113 247 4054

Claret Jug

Oulton Hall, Rothwell Lane, Rothwell, Leeds LS26 8HN
Tel: 0113 2821000

Corn Mill Lodge Hotel

Pudsey Road, Bramley, Leeds LS13 4JA
Tel: 0113 257 9059

Faversham Hotel

Springfield Mount, Woodhouse, Leeds LS2 9NG
Tel: 0113 2431481

Georgetown Restaurant at Dyson's

Dyson's Clock Building, 24-26 Briggate, Leeds LS1 6EP
Tel: 0113 245 6655

Haley's Hotel and Restaurant

8-10 Shire Oak Road, Headingley, Leeds LS6 2DE
Tel: 0113 278 4446

Harewood House

Harrogate Road, Harewood, Leeds LS17 9LQ
Tel: 0113 218 1044 / 288 6101

Headingley Experience

The Pavilion, Headingley Stadium,
St Michael's Lane, Headingley, Leeds LS6 3BR
Tel: 0845 070 0881

Hilton Leeds City

Neville Street, Leeds LS1 4BX
Tel: 0113 244 2000

Holiday Inn Crowne Plaza

Wellington Street, Leeds LS1 4DL
Tel: 0113 261 6848 / 6806

Holiday Inn Leeds - Garforth

Wakefield Road, Garforth, Leeds LS25 1LH
Tel: 0113 286 6556

Leeds Marriott

4 Trevelyan Square, Boar Lane, Leeds LS1 6ET
Tel: 0113 236 6366

Leeds United Conference & Banqueting Centre

Elland Road, Leeds LS11 0ES
Tel: 0113 367 1166

Le Meridien Queens Hotel

City Square, Boar Lane, Leeds LS1 1PL
Tel: 0113 243 1323

Lotherton Hall

Lotherton Lane, Aberford, Leeds LS25 3EB
Tel: 0113 2813259

Morley Town Hall

Queen Street, Morley
Tel: 0113 224 3845

Novotel Leeds Centre

4 Whitehall, Whitehall Quay, Leeds LS1 4HR
Tel: 0113 242 6446

Oulton Hall Hotel

Rothwell Lane, Oulton, Leeds LS26 8HN
Tel: 0113 282 1000

Park Plaza Leeds

Boar Lane, City Square, Leeds LS1 5NS
Tel: 0113 380 4000 / 257 0140

Peasehill House Hotel

24 -26 Harrogate Road, Rawdon, Leeds LS19 6HU
Tel: 0113 250 3629

Radisson Blu Hotel

No.1 The Light, The Headrow, Leeds LS1 8TL
Tel: 0113 236 6000

Ramada Jarvis Hotel & Country Club

Otley Road, Leeds LS16 8AG
Tel: 0113 269 9000

Ramada Jarvis Leeds North Hotel

Mill Green View, Ring Road, Leeds LS14 5QG
Tel: 0113 273 2323

Ramada Jarvis Wetherby Hotel

Leeds Road, Wetherby, Leeds LS22 5HE
Tel: 01937 583 881

Royal Armouries (International) PLC – Saviles Hall

Armouries Drive, Leeds LS10 1LT
Tel: 0113 220 1990

Simply Heathcotes

2 Canal Wharf, Leeds LS11 5PS
Tel: 0113 244 6611

Temple Newsam House

Temple Newsam Road, Halton, Leeds LS15 0AE
Tel: 0113 2647321

Thorpe Park Hotel & Spa

1150 Century Way, Leeds LS15 8ZB
Tel: 0113 264 1000

The Courtyard

Harewood House, Harrogate Road, Harewood, Leeds LS17 9LQ
Tel: 0113 218 1044

The Manor

Stony Royd, Farsley, Leeds LS28 5JA
Tel: 0113 255 3439

The Mansion

Mansion Lane, Roundhay, Leeds LS8 2HL
Tel: 0113 2754545

The Met, Leeds

King Street, Leeds LS1 2HQ
Tel: 0113 245 0841

The Village Hotel & Leisure Club

186 Otley Road, Headingley, Leeds LS16 5PR
Tel: 0113 278 1000

The Stroom Restaurant & Function Rooms

9 Chapeltown, Pudsey, Leeds LS28 7RZ
Tel: 0113 257 0140

The Woodlands

Gelderd Road, Gildersome, Leeds LS27 7LY
Tel: 0113 238 1488

Village Hotel

Capitol Boulevard Tingley, Leeds LS27 0TS
Tel: 0844 9800306

Weetwood Hall

Otley Road, Far Headingley, Leeds LS16 5PS
Tel: 0113 230 6000

Woodkirk Valley Country Club

Leeds Road, Woodkirk, Dewsbury WF12 7JR
Tel: 0113 252 3139





RESPONSIBILITIES

The following check lists should be used by the respective persons in planning your wedding. Take copies for each of them and retain a master copy for yourself. Ask to see their copies from time to time to keep track of progress and up-date your own copy.

Brides's Mother

- Arrange printing of invitations
- Send invitations
- Order wedding cake
- Order wines
- Hire photographer
- Book florist for church and reception
- Order cake boxes
- Arrange displays of presents
- Contact local newspaper for announcement
- Arrange entertainment for the evening
- Hire video company

Bridegroom

- Give notice, or arrange Banns
- Arrange ceremony
- Choose best man
- Hire morning dress
- Order flowers for bride, bridesmaids and mothers
- Arrange travel for honeymoon
- Arrange for cars, to and from church/Register Office/venue
- Prepare response to 'The Bride and Bridegroom' toast
- Propose toast to 'The Bridesmaids'
- Choose gifts for the bridesmaids

Bride

- Give notice, or arrange Banns
- Choose bridesmaids
- Select dresses for bridesmaids and yourself
- Book hair appointment
- List wedding presents preferred

Bride's Father

- Double check transport arrangements
- Order his own morning dress
- Respond to toast to 'The Parents'

Best Man

- Look after rings
- Organise transport seating
- Reply to 'The Bridesmaids' toast
- Propose toast to 'The Parents'
- Return the bridegroom's and your morning dress

Bridesmaids

- Choose clothes with the bride



Leeds Register Office

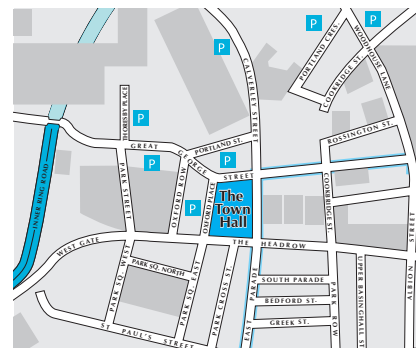
Leeds Town Hall, The Headrow, Leeds, LS1 3AD

T: 0113 222 4408 **F:** 0113 247 6708 **E:** register.office@leeds.gov.uk **W:** www.leeds.gov.uk **M:** 0113 395 1852

Hours of Opening

Monday to Wednesday, Friday: 9.00am - 4.30pm

Thursday: 9.30am - 4.30pm



6th Edition
July, 2009

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Martin Banks Photography,
Leeds City Council



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