



St Dominic's Chapel

Wedding Information & Conditions of Use

BOOKING PROCEDURE:

Tentative Bookings and enquiries may be made by telephoning the College Main Office on 8179 2400. All tentative bookings must be confirmed within 30 days by completing and returning the Application Form in this booklet along with the Booking Fee and Refundable Deposit. Cash, Cheque, Money order, Credit Card are accepted.

WEDDING CEREMONY TIMES:

Saturday and Public Holidays: 11.00a.m. / 1.00p.m. / 3.00p.m. and 5.00p.m.
Sunday: 3.00p.m. and 5.00p.m.

EASTER:

NO wedding ceremonies can be held on Good Friday or Easter Saturday but may be held on Easter Sunday or Easter Monday.

ARRIVAL AND DEPARTURE TIMES:

Each wedding ceremony is allocated 1hour 30 minutes and each wedding party is to move on after this time to allow preparation time for the next scheduled wedding. It is imperative the scheduled time limit is adhered to as not to disrupt or inconvenience the next scheduled wedding. Photographers should be notified of the limited time for photos outside the Chapel.

SEATING:

The Chapel comfortably seats 180 – 200 people. An area is available in the organ loft for approximately 10 – 12 people for a choir or musicians.

COST:

The booking fee for a wedding ceremony in the Chapel is \$400 GST inclusive plus a \$100 refundable deposit. The booking fee for Old Scholars of Cabra Dominican College is \$300 GST inclusive plus a \$100 refundable deposit. Cancellation of a booking incurs a \$50 cancellation fee.

REFUNDABLE DEPOSIT:

The refundable deposit is to ensure the Chapel and Grounds are left in an appropriate condition and all conditions of use are adhered to. The use or throwing of confetti, rice, rose petals and sugar almonds etc. is prohibited. A late completion of more than 15minutes of the allocated / booked time is prohibited. The use of drawing pins, glues or nails for attaching decorations etc. which will damage the Chapel furniture is prohibited. Alcohol on the grounds is prohibited. A breach of any of these conditions or damage of the Chapel Furniture or surrounds will result in the forfeit of the \$100 refundable deposit.

WEDDING POLICY:

All wedding ceremonies are to be conducted by a Roman Catholic Priest or a Registered Minister of Religion. Wedding ceremonies are not to be conducted by a marriage celebrant. It is preferred that one or both of the couple to be married is a Catholic but it is not insisted upon. If the couple belong to a Christian denomination other than Catholic, it is requested you write to the Principal of Cabra Dominican College requesting permission and stating your reasons for wanting to be married in St Dominic's Chapel.

PRIEST AND PAYMENT TO PRIEST / MINISTER:

There is no resident Priest at St Dominic's Chapel. Therefore you must find a Catholic Priest or Minister to perform the ceremony, preferably from your own Parish. There is a fee to be paid directly to the Priest or Minister and this is a matter for you to discuss with the Priest / Minister.

REHEARSALS:

Arrangements for rehearsals are to be made by contacting Irena during office hours on 8179 2400 at the College.

PARKING:

Guests are asked not to park in front or in the driveway of the Main Building nor the roadway at the side of the Chapel so that the bridal cars have access to the front of the Chapel and can turn around to be ready for departure.

PA SYSTEM:

The Chapel PS System will be set at the correct level for best use; therefore no adjustment will be necessary. The PA System must not be interfered with and if you experience any difficulty please speak with Irena. If there is need for a CD Player, there is one available for use in the Chapel on request.

ALCOHOL:

NO alcohol is permitted in the Chapel or on the premises.

MISCELLANEOUS:

- Altar servers, organists, flowers and decorating of the Chapel and Altar are the responsibility of the hirers.
- Pew bows are available upon request.
- Photographs outside the Chapel are permitted but no photographs are to be taken within the other areas of Cabra Dominican College unless prior arrangements have been made.
- Payment of the refundable deposit does not give you permission to breach the above 'Conditions of Use'. It is your responsibility to ensure that your guests, photographers etc. are also informed of the 'Conditions of Use'.
- Garden weddings are not permitted.

CONTACTS:

Cabra Dominican College Main Office - **8179 2400**
Irena - **0407 185 480**