



## Chapel Bookings

### 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 along with the Booking Fee and Refundable Deposit. Cash, Cheque, Credit Card are accepted.

#### Wedding ceremony times

- Saturday and Public Holidays: 11:00am, 1:00pm, 3:00pm and 5:00pm
- Sunday: 3:00pm and 5:00pm

#### 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 \$500 GST inclusive plus a \$150 refundable deposit (\$650). The booking fee for Alumni of Cabra Dominican College is \$400 GST inclusive plus a \$150 refundable deposit (\$550). If you would like to book your ceremony outside the allocated times above this will incur an addition fee of \$150. Cancellation of a booking incurs a \$150 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 following are prohibited:

- The use or throwing of confetti, rice, rose petals etc.
- A late completion of more than 15 minutes of the allocated/booked time.
- The use of drawing pins, glues or nails for attaching decorations etc. which will damage the Chapel furniture.
- Alcohol or smoking on the grounds.

A breach of any of these conditions will result in the forfeit of the \$150 refundable deposit.

### **Damage to facilities and grounds**

If the college sustains any damage to its facilities and/or grounds, not only will the \$150 refundable deposit be forfeited, the hirer(s) will be responsible for the payment of the insurance excess and/or any cost to restore the facilities and/or grounds to their pre-existing condition.

### **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/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 your responsibility to pay and to discuss with the Priest/Minister.

### **Rehearsals**

Arrangements for rehearsals are to be made by contacting Irena Oleszczyk during school term 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 PA 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 college 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.

### **Contact**

Cabra Dominican College: Ph 8179 2400 or via email: [cabra@cabra.catholic.edu.au](mailto:cabra@cabra.catholic.edu.au)

Irena Oleszczyk (after-hours): 0407 185 480