



## The Chapel of St Joseph - Hire Conditions

The Chapel of St Joseph at Rostrevor College is a historical sacred space for prayer and worship, used by members of the College community.

**The Chapel is only available for weddings for the following members of the Rostrevor community:**

- **Old Collegians**
- **Staff**
- **Children of Old Collegians or Staff**
- **Siblings of Old Collegians**

All parties must have agreement with a Roman Catholic Priest who is prepared to lead the ceremony according to the rites of the Catholic Church.

**Please be aware that funerals, memorial services, baptisms or any other events/ceremonies are not facilitated at The Chapel of St Joseph, and Rostrevor College does not have access to the services of a priest or minister.**

### **YOUR WEDDING CEREMONY**

- **Liturgy of the Word:** A ceremony without Holy Communion.

At this time, **Mass is not available as part of chapel hire**, as a sacristan is required to prepare and assist with the celebration of the Eucharist, and this support is not currently available.

As we are not a Parish, we encourage those of the Catholic Faith desiring a Nuptial Mass, to celebrate the Sacrament of Marriage in your Parish.

### **FURTHER INFORMATION**

The College has developed conditions for the Chapel's use to ensure its preservation and for all users' benefit. You are asked to read and note these conditions. Your signatures on the application form are taken as confirmation of your agreement to abide by these conditions.

### **DATE / AVAILABILITY**

All weddings at The Chapel of St Joseph **MUST** take place on Saturdays during the school term.

Rostrevor College will not accept any wedding dates outside of the school term. Term dates for the current year are available on the College website, and future term dates are available upon enquiry. The Chapel may be unavailable due to the religious calendar or school events. These dates will be flagged by Rostrevor staff upon enquiry.

Wedding Ceremonies will be scheduled for a 1.30pm start. All weddings will be allocated one hour and thirty minutes for the ceremony and photos.

Only one wedding will take place per booking date. **Once a wedding is confirmed, no other bookings will be accepted on that date.**

**All bookings are tentative until a copy of the completed application form, together with the hire fee, administration fee and bond money, have been received by the College.**



# Rostrevor College

## **PRIEST**

There is no resident Priest at the Chapel. Therefore, a Roman Catholic Priest is to be chosen by the couple to perform the ceremony, usually from your own Parish.

## **FRONT LAWNS**

The College Front Lawns are not available for any wedding ceremonies. All wedding ceremonies must take place in the Chapel.

## **ACCESS**

The Chapel will be opened at 12.30PM, an hour prior to your wedding time, to enable the placement of any decorations or flowers. Rostrevor College will be closed at 3.00PM after your allocated hour and half. If any extra time is required, please contact the Facility Hire Coordinator no later than one month before your wedding date, and it will come at an additional cost.

**There is no access to Rostrevor House balcony and the upper level of the Chapel under any circumstance.**

## **REHEARSALS / MUSIC PRACTICE**

Rehearsal and music practice appointments must be scheduled during the week of the wedding, outside school hours, between 6:00 pm and 7:00 pm. Wednesday is the preferred day where possible. All bookings must be arranged and confirmed with the Facility Hire Coordinator.

## **WEDDING CONVENER**

A Wedding Convener opens the Chapel 60 mins before your wedding to allow for any setup requirements and stays for the duration of the wedding. The College grounds will be closed after your allocated hour and half unless extra time has been arranged with the Facility Hire Coordinator. The Wedding Convener's contact details will be supplied prior to the event.

## **DECORATIONS**

No decorations are to be placed on the altar or small wooden shelves on either side of the Sanctuary near the Sacristy doors. The Wedding Convener can provide guidance on appropriate decorations. The Chapel furniture, pews and kneelers must not be damaged in any way by using such things as drawing pins or Blu-tack for fixing decorations.

## **AUDIO & VISUAL**

The Chapel PA system can only be accessed at the lectern. There is also a lapel mic for the priest. Set-up of both these systems will be done by the Wedding Convener.

## **MUSIC FOR YOUR WEDDING**

Wedding parties must provide their own source of audio for any music. **The College does not provide any speakers for wedding parties.**

## **PHOTOGRAPHS & VIDEOS**

All photography at the College must be made during your allocated time slot and must take place at the front of Rostrevor House or on the Front Lawns. If any extra time is required, please contact the Facility Hire Coordinator no later than one month before your wedding date, and it will come at an additional cost.

**Please note that the use of drones is not permitted.**



# Rostrevor College

## **PARKING & TRANSPORTATION**

**There is no on-site parking for wedding guests.** Wedding parties are asked to inform all guests that parking is available in surrounding streets.

Access to the circular driveway at the front of the College is only permitted to the following vehicles:

- Wedding cars – can remain on College grounds for the duration of the booking.
- Deliveries and cars carrying guests with mobility issues – can drive onto College grounds but must be moved before the ceremony to ensure they do not obstruct wedding photography.
- Priest – if designated parking zones on College grounds are unavailable they can be permitted to park on the circular driveway as directed by the Wedding Convenor.

All vehicles **must not** park on the paving, gardens, or lawns of the College. Parking must not restrict access to any parts of the College and should not interfere with normal College life.

All vehicles must leave the grounds immediately after the conclusion of the booking.

Parties wishing to use transportation other than a car, motorbike or limousine must request permission in writing no later than three months prior to your event.

## **ALCOHOL CONSUMPTION / SMOKING / VAPING**

Alcohol consumption, smoking and vaping is not permitted on the College grounds. Forfeiture of bond will apply.

## **CHARGES**

The stole fee (an offering made to the Priest for performing the ceremony which goes towards supporting all clergy in the Archdiocese) is to be paid directly to the Priest conducting the ceremony, not the College.

The bond money is to ensure the Chapel and grounds are left in an appropriate condition and to ensure the requirements set out in this document are met.

**USE OF ANY CONFETTI INCLUDING BUT NOT LIMITED TO PAPER, RICE, SUGAR ALMONDS, FLOWER PETALS OR SIMILAR MATERIALS INSIDE THE CHAPEL OR ON COLLEGE GROUNDS IS PROHIBITED AND WILL RESULT IN THE BOND BEING FORFEITED.**

Payment of bond money does not give wedding parties the right to throw any of the items listed above, nor should it be interpreted as a cleaning fee.

Parking on College lawns may damage the reticulation system and failure to observe parking regulations will also result in the forfeiture of the bond.

It is important that times are adhered to. Late commencement of ceremonies results in late completion and inconveniences other users, the College community and Priests. Where ceremonies commence more than 15 minutes after the scheduled start time, the bond is forfeited.

The bond money must be paid at the time of lodging the application form and will be refunded within two weeks following the ceremony provided all conditions are met.

**Please note: It is your responsibility to ensure your guests are informed of these conditions. Abuse of any kind to members of staff is not tolerated and may result in forfeiture of bond.**



# Rostrevor College

## COSTINGS

<b>\$300</b>	<b>Booking &amp; Administration Fee</b> (Non-Refundable)
<b>\$900</b>	<b>Hire of Chapel</b> (inclusive of 1.5 hours = 1.30pm - 3.00pm)
<b>\$600</b>	<b>Bond</b> (Refunded after Wedding pending any infringement of conditions)
<b>\$1800 TOTAL</b>	<b>Payable to confirm booking</b>

\$75 per extra 30 minutes (Deducted from Bond)

## CANCELLATIONS

If a hire booking is cancelled, fees will be incurred depending on the length of notice given for the cancellation. The \$300 Booking & Administration Fee is non-refundable for any cancellations. The \$600 bond will be refunded for all cancellations. In the event of a cancellation, the following structure will apply:

- Less than 3 months – Bond refund only (\$0 Chapel Hire + \$600 Bond)
- 3-6 months – Partial refund (\$300 Chapel Hire + \$600 Bond)
- 6-12 months – Partial refund (\$600 Chapel Hire + \$600 Bond)
- More than 12 months – Full refund (\$900 Chapel Hire + \$600 Bond)

## PAYMENT METHODS & CONTACT DETAILS

<b>Electronic Funds Transfer (EFT)</b>	Account Name: The Christian Bros Inc – Rostrevor College BSB: 065 – 000 Account Number: 11403148 Reference: HIRE SURNAME DATEOFHIRE (e.g. HIRE SMITH 01012026) <i>If these details are not correctly included, the hire may not be confirmed.</i>
<b>Credit Card</b>	Credit card payments can be made at the College Main Reception or over the phone via (08) 8364 8200.

The date of the wedding ceremony must be confirmed with the Facility Hire Coordinator prior to the payment being made.