

St George's College

Procedure for Weddings

INTRODUCTION

St George's College receives frequent enquiries about the use of its Chapel for weddings. We are delighted that you have chosen to explore the possibility of celebrating of your special day with us. We will do our best to accommodate your request.

At the outset we ask you to appreciate the fact that the College is home to students, guests and staff. It functions as a business that operates 24 hours a day each day of the year. Every effort will be made to ensure that your wedding will not be interrupted by other activities but we cannot guarantee this. However, we will undertake to ensure that any activities occurring at the time of your wedding will not interfere with your service.

TIMES AVAILABLE FOR WEDDINGS WITHIN A NOMINATED DAY

Weddings are available between 10.00am and 5.00pm.

COLLEGE REQUIREMENTS REGARDING ELIGIBILITY AND BOOKING THE CHAPEL

Preference is given to Georgians and their families but other weddings are possible by negotiation with the College Chaplain. Anglican Church guidelines require that at least one member of each couple is a baptised Anglican. Other Anglican priests may celebrate weddings in our Chapel.

General Conditions Relating to the Conduct of a Wedding at St George's College

- 1.1. **Guest Numbers:** The Chapel has a maximum capacity of approximately 112 guests
- 1.2. **Organist/Music:** see attachment
- 1.3. **Parking;** Parking is not allowed in the College grounds and penalties may apply. Two bridal cars and the vehicle driven by the priest officiating at the wedding are permitted to park in designated places in the College grounds. Please ensure that all access areas and driveways are kept clear at all times.
- 1.4. **Furniture and Decorations:** Please do not move Chapel furniture and decorations without the permission of the College Chaplain and please make sure they are returned to their original position if permission is granted.
- 1.5. **Confetti:** The use of confetti, rice, bubbles etc, is not permitted in the chapel or on the College grounds.
2. **Contact Person**

The College will deal only with the person nominated by you on the attached form. This person will be asked to indicate to us that all those involved in your wedding have been advised of the College requirements and to be the point of contact should any problems arise.
3. **Application**

Please complete and return the attached forms at least 3 months prior to your wedding.
4. **Visiting the College and Chapel:** Chapel and/or College visits can be arranged by the nominated contact person at a mutually convenient time. Your wedding is booked on receipt of a letter from the Chaplain confirming your day, date, time and details.

**Wedding Forms
St George's College**

_____ has been nominated to be the contact person for the proposed wedding of:

_____ and _____

Signed: _____

Date: _____

Address & Postcode: _____

Telephone (business hours): _____

Telephone (after hours): _____

Mobile Phone: _____

Email: _____

COUPLE DETAILS;

Part 1 - BRIDE:

Name: _____

Address & Postcode: _____

Telephone (business hours): _____

Telephone (after hours): _____ Mobile Phone: _____

Email: _____

Are you baptised? YES / NO (please circle)

Date of Baptism: _____

Religious Affiliation: _____

Are or were you a member of St George's College? YES/NO (please circle)

If YES, please state your year(s) of residence: _____

Part 2 - GROOM:

Name: _____

Address & Postcode: _____

Telephone (business hours): _____

Telephone (after hours): _____ Mobile Phone: _____

Email: _____

Are you baptised? YES / NO (please circle)

Date of Baptism: _____

Religious Affiliation: _____

Are or were you a member of St George's College? YES/NO (please circle)

If YES, please state your year(s) of residence: _____

NOTE: *Weddings at St George's are to be conducted according to the Rites of the Anglican Church of Australia by an Anglican priest, unless by negotiation with the Chaplain and regional Bishop. If you are using a priest other than the College Chaplain, please indicate his/her contact details;*

NAME OF OFFICIATING PRIEST/MINISTER;

PHONE;

E-MAIL;

WEDDING DATE AND TIME;

As part of our wedding application process to conduct our wedding at the St George's College Chapel, we nominate (TO BE CONFIRMED IN WRITING BY THE COLLEGE CHAPLAIN):

Day: _____

Date: _____

Time: _____

FINAL AGREEMENT;

I agree to ensure that the College regulations with regard to parking, bookings, smoking photographs and movement around the College will be followed and understood.

I accept that any guest who may receive an infringement notice regarding parking on the College grounds will be advised to discuss the matter with me.

Signed: _____

Date: _____

COLLEGE CHAPLAIN;

The College Chaplain is currently Rev Canon Richard Pengelley who can be contacted on 6488 5668 or richardp@cyllene.uwa.edu.au

Attachment

Arrangements Regarding Music and Photographs for Weddings

The College Organist

The College Organist is recommended for weddings, unless he/she is unavailable. He is currently Mr Ashley Greig 0419 195 730.

It is the responsibility of the bridal couple to find a replacement organist and confirm their suitability with the College Chaplain.

The use of other music is a matter for the bridal couple and their priest/minister.

Please remember that this is a residential college with students and guests in close proximity.

Photographs

We ask that you respect the fact that the College is both a home and business by restricting your photographs to the immediate Chapel surrounds and that you leave the College within an hour of the completion of your wedding ceremony. If you wish to have an extended photographic session at the college you need to apply in writing for permission (to the College Chaplain), receive a letter of confirmation, and an additional charge of \$200 will apply. In this case you are asked to stay away from residential areas and leave the College within two hours of the conclusion of your wedding ceremony. You may be asked to produce the letter of confirmation on the day.

If you have been married at another location and wish to have photographs taken at St George's College a fee of \$400 will apply (\$200 for Georgians) and you are asked to apply in writing to the College Chaplain. You may be asked to produce your letter of confirmation on the day and you are asked to stay away from residential areas, to keep all driveways and access areas clear at all times, and to restrict your time on the College grounds to no more than 90 minutes.

Payments

The fee for the College Organist is recommended to be \$200.00, payable to him/her and **not** to the College.

Payment for any musicians over and above the College Organist is a private matter between the parties concerned.

Compliance with copyright law is the responsibility of the bridal couple.

Cost of the Chapel

A donation of \$400.00 is charged which goes towards the up-keep of our beautiful Chapel and an appropriate donation to the priest/minister for his/her professional time and skills is recommended.

Receptions

It is possible to hold your reception in the College Quadrangle or Dining Hall, but only at certain times of the year. Please mention any interest you have for this with either your application or directly to our Hospitality Manager, Ms Annemarie Freeman on 6488 5545. Competitive commercial rates will apply for hire, food, drink and service.