10 Mandeville Crescent
Toorak, Victoria 3142
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www.loretotoorak.vic.edu.au

WEDDING PHOTOGRAPHY AT MANDEVILLE HALL

We are pleased to offer you the opportunity to take wedding photographs in the exquisite interiors and beautiful grounds surrounding the mansion Mandeville Hall. The interiors of the mansion are of national significance, which sets Mandeville Hall apart from many other mansions in Melbourne. The majestic staircase, silk lined and timber panel walls, marble floors and stenciled ceilings featuring gold leaf, provide a spectacular backdrop for wedding photography.

Below is a form (Wedding Photography Booking – Mandeville Hall mansion, Loreto Toorak) which needs to be returned to the Principal's Personal Assistant within thirty days of confirming your booking. This form outlines the date and time of your wedding photography, the names and addresses of the bride and groom and the name of the photographer.

General

Loreto Mandeville Hall Toorak is a school with an historic property of National Significance and every effort must be made to ensure that the unique heritage features of the property are respected and preserved – hence the following restrictions apply.

Care must be taken to ensure that wall surfaces and fabrics are not touched.

Wedding photography associated with a ceremony in the Chapel of Christ the King

If a wedding is to take place in the Chapel of Christ the King, all wedding photography will only be permitted at the conclusion of the ceremony and not before. Wedding photography outside the mansion is included in the fee associated with the wedding ceremony.

Please note that wedding photography is not permitted in the Chapel of Christ the King without the wedding ceremony being performed in the Chapel.

Property Viewing

It is recommended that you have your photographer visit *Mandeville Hall* prior to the event. Viewing of the mansion is by appointment only.

If it is necessary to open the property on the weekend or outside of school hours (school hours are 8.30am – 4.30pm Monday to Friday during term time), the standard hourly fee of $100.00 will apply.

Timing

Because of the necessity to give priority to the School Calendar, firm bookings will be made no more than twelve months in advance. If a date further ahead is requested, bookings may be penciled in, but will not be confirmed until twelve months before the requested date.

Availability of the mansion
The mansion is not available for photography during January. It is possible that school holiday building/maintenance programs may affect December bookings.

Times
Times for wedding photography are to be arranged with the Principal's Personal Assistant, bearing in mind that school commitments are always given precedence in the booking of the mansion.

Party Arrival Time

Out of courtesy to the staff and with respect to the timetable of the School and, where applicable, to any later wedding photography or other event, it is expected that photography will begin on time.

Smoking, Alcohol and Food

Smoking and the consumption of alcohol and food are prohibited in the mansion and grounds.

Toilets

Access to toilets is available.

Wheelchair Access

If required, please discuss with the Principal's Personal Assistant.

Parking

Some parking is available in the parking bays along the main driveway and in the area to the right of the driveway, just before the boom gate (weekends only).

Only the bridal party will be permitted to proceed past the boom gate and park in front of the mansion.

Supervision

Where considered appropriate, Loreto Toorak will have a supervisor with the bridal party at all times. If multiple photographers are being used, it may be necessary to engage more than one supervisor. The supervisor's roles are:

- To ensure that the agreed rules are followed;
- To grant permission for changes in the plan during the event;
- To be on hand to answer any questions;
- To ensure the safety and the integrity of the property.

The supervisor has the right to halt all photography at any time, if it is deemed to render the property at risk, and order vacation of the site.

Movement of Furniture

Property contents are not to be moved by anyone without prior consent of the supervisor. The movement of large piece of furniture is not permitted.

Prohibitions

Nails, tacks and drawing pins must not be used. The use of sellotape, masking tape or electrical / gaffer tape is strictly forbidden. The taping of wires is forbidden, particularly on all floors, carpets, windows, window frames, paint surfaces, plaster and polished surfaces and interior fittings and furniture.

Placement of Equipment

The supervisor will ensure that no object, surface or plant material is threatened by proximity to equipment (particularly lighting units and cables). Photography equipment may not be placed directly on the marble floor. Floors and / or carpets may be required to be covered with appropriate dust sheets to prevent damage by cameras and lighting stands.

Photography / Lighting

The main threat to interior objects, textiles and wall coverings is UV light and heat generated by high wattage lamps. The main threat to exterior plant materials is heat generated by high wattage lamps. No photographer or cameraman should find it necessary to use more than the levels of artificial illumination set out below for interior photography. To avoid accidental damage, no lighting equipment, e.g. lamp stands, tripod screens, should be placed nearer than 2m from any object.

Tungsten and halogen lamps: Illumination not to exceed 1000 lux for any object in the field of artificial light. Illuminance for minimum time, that is, only during filming and setting up the lights.

Lamps: Illuminance not to exceed 2500 lux for any object in the field of lighting. Illuminance for minimum time. Lights to be turned off when not filming or setting up.

Damage

Please note that you will be held responsible for any damage caused to School property in association with this event.

Weddings in the Chapel

Please contact the Wedding Coordinators:

Dot Peters	9560 9558	0409 560 955	dotpeters15@gmail.com
Pat O'Halloran	9482 9190	0418 482 918	narollaho@bigpond.com
Patsy Hanson	9570 5573	0439 705 573	pmhanson@netspace.net.au

Wedding Photography Fees

The fees below cover the following services:

- Access to the grounds and designated areas of the property and mansion *Mandeville Hall* for wedding photography
- Consultation and supervision by Loreto Toorak staff
- Off-street parking
- Access to external and internal areas for photographs

Wedding Photography ONLY
One hour minimum $450.00

Wedding Photography following a wedding in the Chapel of Christ the King
One hour minimum $350.00
Additional time is an extra $110.00 per hour or part thereof.

Please note the hour booking is inclusive of time spent adjusting hair, makeup, change of clothing and inside and outside photography.

Bond

In addition, a refundable Bond of $100.00 is required. Confetti, rice, dried flowers, potpourri, rose petals or other substitutes for confetti are not permitted in the mansion, anywhere in the school grounds, or in the surrounding streets. Failure to abide by this direction will result in the forfeiting of your Bond. Should damage to property occur, a charge will be made. If the cost of repairing any damage exceeds the Bond amount, you will be required to pay the additional cost.

Deposit

A deposit of $150.00 is required with the return of the completed booking form. Please make all cheques payable to Loreto Mandeville Hall Toorak.

Public Holidays and Long Weekends

Bookings will attract an additional fee of $55.00.

Cancellation

In the event of a cancellation in the six months prior to the scheduled date, $150.00 will be retained to cover administrative costs and the probability that the mansion will not be rebooked.

Bookings

The $150.00 non-refundable deposit and completed booking form are required for all wedding photography confirmations. Bookings cannot be confirmed until the deposit and signed paperwork have been received. Tentative bookings will be held for a period of 14 days, unless otherwise agreed with Loreto Mandeville Hall Toorak. The balance, plus $100.00 for the Bond (2 separate cheques) is payable no later than 14 days prior to the wedding photograph date.

To make a booking, please contact the Principal's Personal Assistant on 9823 8100.

In the interests of maintaining the fabric of *Mandeville Hall*, you are asked to comply with all requests made by Loreto Toorak staff.

We trust that if you do choose to have your wedding photography in the grounds or in the mansion, that it will be a wonderful occasion.

WEDDING PHOTOGRAPHY BOOKING FORM

To confirm your booking please complete the following form and forward it, with your deposit of $150.00, made payable to Loreto Mandeville Hall Toorak, within the next 30 days.

Bride: _____

Address: _____

_____ Postcode: _____

Phone number(s):

(H) _____ (B) _____ (M) _____

Email: _____

Loreto connection (eg. School / period of time attended): _____

Groom: _____

Address: _____

_____ Postcode: _____

Phone number(s):

(H) _____ (B) _____ (M) _____

Email: _____

Loreto connection (eg. School / period of time attended): _____

Will the wedding be held in the Chapel of Christ the King? YES ☐ NO ☐

Wedding Photography Date: _____ Time: _____

Name of Photographer: _____

Phone number(s): (H) _____ (M) _____

Email: _____

Number of people (excluding bride and groom and photographer): _____

Areas Available: Oak Parlor, Reception Room, Entrance Hall, Stair Hall, staircase, external

We understand and undertake to meet the conditions set down for the use of *Mandeville Hall* for wedding photography.

Signature of Bride: _____ Date: _____

Signature of Groom: _____ Date: _____

Please complete and forward to the Principal's Personal Assistant:
Karen Christie
PA to the Principal
10 Mandeville Crescent
TOORAK VIC 3142