



WEDDINGS IN THE CHAPEL OF CHRIST THE KING

We are pleased to offer you the opportunity to celebrate your marriage in the Chapel of Christ the King at Loreto Mandeville Hall Toorak. Before a booking is made, there are certain things that you and your partner are required to do.



Attached is a form (Wedding Booking - Chapel of Christ the King, Loreto Mandeville Hall Toorak) which needs to be returned to your Wedding Coordinator within thirty days of confirming your booking.

This form outlines the date and time of your marriage, the names and addresses of the bride and groom and the name of the Priest, whose signature should appear on the form. (See below for further information regarding Priests.)

In making the decision to be married in a Catholic Church, you are indicating your willingness to invest some time and effort in the preparation for your marriage and the ceremony which will celebrate the marriage. These matters will need to be discussed with the Priest.

Where to Begin

Your first point of contact is the Catholic Priest who will celebrate your marriage. Your own Parish Priest is the person to begin with, or another Priest who may be personally known to you. If you require assistance in organising a Priest, we may be able to help.

The Priest who is to officiate at your wedding undertakes to work with you in preparation for your marriage and your married life. Please liaise closely with him, especially in the six months leading up to your wedding.

Documentation

It is the responsibility of the Priest to ensure that all necessary Government and Church documentation is completed. Your Wedding Coordinator will lodge the Church documents at St Peter's Church, Toorak after the wedding. Marriage details are also recorded in the Chapel register.

Numbers

The Chapel of Christ the King can comfortably accommodate up to 160 guests.

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.

Chapel Fee

The Chapel Fee of \$1,800.00 covers the following services:

- Use of Chapel of Christ the King for rehearsal if desired, flower delivery and marriage ceremony
- Consultation with Wedding Coordinator
- Coordination of rehearsal by Wedding Coordinator
- Preparation of liturgical items required for ceremony
- Priest
- Off-street parking
- Access to external areas for photographs (for photographs inside the mansion – *Mandeville Hall*, please see below).

Bond

In addition, a refundable Bond of \$350.00 is required. Confetti, rice, dried flowers, potpourri, rose petals or other substitutes for confetti are not permitted in the chapel, 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 \$300.00 is required with the return of the completed booking form. The remaining \$1,500.00, plus \$350.00 for the Bond (separate cheques) is payable six weeks before the wedding date. Please make all cheques payable to Loreto Mandeville Hall Toorak.

Music

You are responsible for your own musical arrangements, in consultation with the Priest. If you choose to have organ accompaniment, you will need to contact and book one of the following approved Loreto Mandeville Hall Toorak organists (Fee is set by your organist.):

- Damian Whelan 0439 959 650 damian.whelan@loretotoorak.vic.edu.au
- Stuart Shearman 95685716
- Jane Matheson 0433 574 993

A CD player is available if required.

Wedding Booklet

You will work with the Priest to prepare the marriage liturgy and booklet. Please ensure that the booklet complies with copyright guidelines, which your Wedding Coordinator will explain.

Chapel Availability

The Chapel is not available for weddings during January. It is possible that school holiday building/maintenance programs may affect December bookings.

Times

Times for weddings are to be arranged with the Wedding Coordinators bearing in mind that school commitments are always given precedence in the booking of the Chapel.

Party Arrival Time

Out of courtesy to the Priest and with respect to the timetable of the School and, where applicable, to any later weddings or events, it is expected that the ceremony will begin on time.

Rehearsal

The Chapel will be available by appointment for a rehearsal in the week preceding the wedding. An appointment will need to be made with your Wedding Coordinator. Rehearsals should begin on time and be of no more than 45 minutes duration. Please note that musicians do not attend rehearsals.

Flowers

Only boxed arrangements or arrangements in your own vases are to be used. It is your responsibility to have these removed at the end of the ceremony.

Parking

Some guest 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.

Toilets

Access to toilets is available.

Wheelchair Access

If required, please discuss with your Wedding Coordinator.

Photography

Areas outside the chapel may be accessed for photos following a wedding in the Chapel of Christ the King. Wedding photography outside the mansion is included in the fee associated with the wedding ceremony. As from 1 June 2012, photography is permitted within certain areas of the mansion – Mandeville Hall. For details regarding cost, terms and conditions please contact the Principal's Personal Assistant on 9823 8100.

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 chapel will not be rebooked.

Chapel decorations

Chapel decorations are to be kept to a minimum; no decorations are to be brought in without the approval of the Wedding Coordinator. If you wish to place pew decorations, these must be fixed with ribbons or bands (not sticky tape or pins.) Nothing can be fixed to the walls of the Chapel.

Smoking and alcohol

Smoking and the consumption of alcohol are prohibited in the buildings and grounds.

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

We trust that if you do choose to marry in the Chapel of Christ the King it will be a wonderful occasion and a fitting beginning to your married life.

WEDDING BOOKING IN THE CHAPEL OF CHRIST THE KING

To confirm your booking please complete the following form and forward it, with your deposit of \$300, 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): _____

Wedding Date: _____ Time: _____

Ceremony: Nuptial Mass Yes / No

Name of Priest: _____

Phone number(s):

(H) _____ (Fax) _____ (M) _____

Email: _____

Signature of Priest: _____

We understand and undertake to meet the conditions set down for the use of the Chapel of Christ the King for weddings.

Signature of Bride: _____ Date: _____

Signature of Groom: _____ Date: _____

Please complete and forward to your Wedding Coordinator (postal details available on request.)