



Cunningham Memorial Chapel

CONDITIONS OF USE FOR WEDDINGS

Booking Procedure

Tentative bookings and enquiries may be made by telephoning the Chapel Wedding Coordinator at St Aloysius College on 8217 3200. All tentative bookings must be confirmed within 30 days by completing and returning the attached application form along with the booking fee which includes a refundable deposit. Payment by cash, credit card, cheque or money order are accepted.

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 Roman Catholic, but it is not insisted upon. If the couple belongs to another Christian denomination other than Roman Catholic, it is requested you write to the Principal of St Aloysius College requesting permission and stating your reasons for wanting to be married in the St Aloysius College Cunningham Memorial Chapel.

Roman Catholic Wedding Requirements

For the wedding to be registered as a Roman Catholic wedding, the following applies:

- a) either the bride or groom are Roman Catholic
- b) a Roman Catholic priest is conducting the wedding
and
- c) neither the bride nor groom have been married previously. If either the bride or groom have been married previously, an annulment must be granted by the Roman Catholic Church (not just a civil divorce) before a Roman Catholic marriage can occur. The process of applying for an annulment can take considerable time and there are no guarantees that it will be successful.

Wedding Ceremony Days

Saturdays, Sundays and most public holidays.

Easter

Wedding ceremonies cannot be held on Good Friday through to and including Easter Monday.

Arrival and Departure Times

Each wedding ceremony is allocated 90 minutes from the designated start time of the wedding. The wedding party and all guests are to move off the property by this time. It is imperative that the scheduled time limit is adhered to. Photographers should be notified of the limited time for photos outside the Cunningham Memorial Chapel. The Chapel courtyard area may be available for you to hire for an extended photo session, but its availability will depend on whether another wedding is booked.

Seating

The Cunningham Memorial Chapel seats 72 adults in the pews. With additional seating in the centre area, up to 100 people can be accommodated. An area is available in the choir loft for approximately eight people for a choir or musicians.

Costs

The booking fee for a wedding ceremony in the Cunningham Memorial Chapel is \$500 (GST inclusive). The booking fee for a wedding ceremony for an Old Scholar of St Aloysius College is \$450 (GST inclusive).

In addition, a \$100 refundable bond is also charged.

Cancellation of a booking will incur a \$100 cancellation fee.

Refundable Bond

The refundable bond is to ensure the Cunningham Memorial Chapel and grounds are left in appropriate condition and all conditions of use are adhered to. The use of confetti, flower petals, rice, bubbles or sugared almonds is NOT PERMITTED. Throwing of any material inside or outside the Chapel is NOT PERMITTED. The use of drawing pins, glues or nails for attaching decorations etc which will damage the Chapel furniture is NOT PERMITTED. A breach of any conditions, the damage of Chapel furniture or surrounds or exceeding the time limit will result in the loss of the \$100 deposit.

Priest and Payment to Priest

There is no resident priest at the Cunningham Memorial Chapel. Therefore, you must find a Catholic priest to perform the ceremony, preferably from your own Parish. There is a fee to be paid directly to the priest and this is a matter for you to discuss with the Parish.

Marriage Preparation

A marriage preparation course is an excellent investment in a couple's future with studies indicating that there are fewer post-wedding problems between couples who undertake marriage preparation courses. Your priest may require you to complete a marriage preparation course prior to your wedding. You should discuss this matter with your priest.

Rehearsals

Wedding rehearsals are usually conducted on the Thursday or Friday evening prior to your wedding day. Arrangements for rehearsals are to be made by contacting the Chapel Wedding Coordinator at St Aloysius College between 8:30am-4:00pm.

PA System

The Cunningham Memorial 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. If you have any queries, please speak with the Chapel Wedding Coordinator.

Parking

Only bridal cars are permitted to park within the school grounds. There are no parking facilities for guests within the school grounds. Parking for guests is available in the streets surrounding St Aloysius College or guests may choose to use various parking stations close by, such as Wilson Parking (Angas Street), UPark Central Market (Grote Street), Park Fast (Moore Street), State Centre Car Park (Gawler Place) or Care Park (Roper Street). Bridal cars are permitted within the school grounds and may enter through the double gates on Angas Street, at the west end of the convent building.

Flowers

Arrangements regarding floral decorations are the responsibility of the wedding party. Floral arrangements may be delivered to the Cunningham Memorial Chapel one hour prior to the ceremony.

Alcohol

No alcohol is permitted in the Cunningham Memorial Chapel or on the premises.

Christenings

The Cunningham Memorial Chapel is not available for the sacrament of Baptism. Please contact your own Parish regarding Baptisms.

Other Important Matters

- a) Altar servers, organists, flowers and decorating of the Cunningham Memorial Chapel and altar are the responsibility of the hirers in consultation with the Chapel Wedding Coordinator.
- b) The Cunningham Memorial Chapel and St Aloysius College grounds are smoke-free zones.
- c) Alcohol must not be brought onto the College grounds.
- d) For Occupational, Health and Safety reasons, the playground is not available for children to use.
- e) Photographs outside the Cunningham Memorial Chapel are permitted, but photographs are not to be taken within other areas of St Aloysius College unless prior permission has been obtained.
- f) Photographs taken during the wedding ceremony must be discussed with the priest beforehand and the Chapel Wedding Coordinator to be informed.
- g) Payment of the deposit and fee does not give you permission to breach these Conditions of Use. It is your responsibility to ensure guests, photographers etc are also informed of these Conditions of Use.
- h) Changes to wedding times by the party or by the priest must be approved by the Wedding Chapel Coordinator.
- i) Garden weddings are not permitted.

Please Note

St Aloysius College will not be held responsible or be liable for any items left in the Cunningham Memorial Chapel.



St Aloysius
A Ministry of Mercy Education Ltd

Cunningham Memorial Chapel

APPLICATION FORM FOR WEDDING BOOKING

PLEASE COMPLETE USING CAPITAL LETTERS

Proposed wedding date:

Day: _____ Date: ____/____/20____ Time: _____ am/pm

Bride's full name: _____

Address: _____

Phone number: (Work) _____ (Home) _____ (Mobile) _____

Email address: _____

Religious affiliation: _____

Old Scholar of St Aloysius College: YES NO

If YES, please state years attended (eg 2009-2017) _____

Has the bride been married previously? YES NO

If YES, please attach a photocopy of the notification that an annulment has been granted by the Catholic Church.

Groom's full name: _____

Address: _____

Phone number: (Work) _____ (Home) _____ (Mobile) _____

Email address: _____

Religious affiliation: _____

Has the groom been married previously? YES NO

If YES, please attach a photocopy of the notification that an annulment has been granted by the Catholic Church.

Name of officiating priest: _____

Parish of officiating priest: _____

Contact phone number(s) of officiating priest: _____

Please indicate if your wedding will include a Nuptial Mass:

Nuptial Mass

Wedding ceremony only



**We declare that all information given in this application is true and accurate.
We have read the St Aloysius College Cunningham Memorial Chapel Conditions of Use and agree
to abide by these conditions.**

Signature of Bride *Signature of Groom*

Date *Date*

Please return this completed application form and enclose the Cunningham Memorial Chapel booking fee and refundable bond (cheque, money order or complete the credit card section below). A total of \$600 is payable or \$550 if the bride is an Old Scholar of St Aloysius College, Adelaide.

Please make cheques and money orders payable to St Aloysius College.

Post: Wedding Chapel Coordinator
St Aloysius College
53 Wakefield Street
ADELAIDE SA 5000

CREDIT CARD DETAILS

Card Number:

Expiry date: ___/___/20___ CSC Code: Card type (eg Visa): _____

Cardholder's Name: _____

Cardholder's Signature: _____ Amount paid: \$ _____

Name to appear on the \$100 bond refund cheque: _____