



Booking Procedure for St Patrick's College Chapel

The following information explains the steps you will need to take if you would like to request a reservation for St Patrick's College Chapel.

Families are asked to make a payment of \$500 to assist with the upkeep of this beautiful building. Confirmed Old Collegians Association Life Members are eligible to receive a \$200 discount and thus are only required to make a payment of \$300. The option to donate the discounted amount to the College Building Fund is available. It should be noted that donations to the College Building Fund are tax deductible.

Note that this form is designed for once-off bookings of the Chapel for events such as weddings, funerals etc. Community groups and/or organisations wishing to enter into arrangements for ongoing hire/use of the College Chapel are encouraged to contact the Event Officer Tanya Drake via email at community@stpats.vic.edu.au.

1. BOOKING

All enquiries should be directed to the Event Officer Tanya Drake via email at community@stpats.vic.edu.au

2. PRIEST /MINISTER

You will need to contact the Priest/Minister directly to make arrangements for your wedding.

3. CONFIRMATION OF BOOKING

To confirm your booking date and time forward a deposit of \$100 with the attached Booking form to the College Reception, within one month of initial contact with the Event Officer. Alternatively please forward the booking form to community@stpats.vic.edu.au and booking fees may be paid via Bank Transfer with your name as reference to;

SPC Ballarat
NAB
BSB: 083-004
Account #: 242 802 807

4. REHEARSALS

Bookings for rehearsals must be made well in advance to ensure the building can be opened by the College Sacristan.

5. COLLEGE AREAS

A request must be made on the booking form if other rooms or areas of the College are required.
Eg: Reception, OCA Pavilion or SPC grounds for photographs.

6. WEDDING/MASS BOOKLETS

These are to be organised by the family. May we suggest that the map of the College grounds and parking areas be included with your invitations?

7. MUSIC REQUIREMENTS

Please confirm with the Sacristan if you would like to use the Chapel organ and would like contact details for an organist. Couples are welcome to use other musicians. A sound system is available.

8. FLOWERS

The College normally attends to flower arrangements in the Chapel. However, families may prefer to look after flower arrangements themselves and to take these on to the reception after the wedding ceremony. This is perfectly acceptable but would normally be discussed with the College's Sacristan in advance. If families would like the College to supply and arrange special flowers for the occasion (within a fixed budget), the cost would be passed on to the family. Usually the flowers would then remain in the

Chapel after the ceremony. If families want the College to organise the flowers and then remove, all costs would be worn by the family. This once again would be negotiated with the College Sacristan.

Please note that Chapel vases must remain on the property.

9. CONFETTI

Confetti is not to be used in the College buildings or grounds.

Family and friends should be advised of the requirement. Dried flowers are acceptable.

10. GENERAL INFORMATION

Children must be supervised at all times. St Patrick's College and its surrounds are a smoke free zone.

Our very best wishes for a happy and memorable day.





St Patrick's College Chapel Booking Form

To confirm your booking, please return this form with your deposit to the College Reception, St Patrick's College, 1431 Sturt Street, Ballarat 3350. Further details can be advised closer to the day.

Date of Booking

Time of Booking

Name of Priest/Minister

Rehearsal

Access to the Chapel is required on the following: Date _____ Time _____

Music

Name of your Musician/Musical Group: _____

Flowers

Access to the Chapel is required on: _____ Date _____ Time _____

Photographs

Do you require use of the College for photographs? YES NO

The College grounds? YES NO





Payment

- We submit the \$100 booking fee via Eftpos/cash/cheque payable to St Patrick's College Building Fund
- We have directly transferred the \$100 booking fee to the SPC Bank Account listed above
- We agree to pay a minimum balance of \$400 one week prior to our booking date (or \$200 for confirmed Old Collegian's Life Membership).

Wedding Party

(If you or any members of your bridal party are Old Collegians please include your alumni year)

Groom's Name _____ **Bride's Name** _____

Address _____ Address _____

Phone No. _____ Phone No. _____

Alumni Year _____

Attendant's Name _____ **Attendant's Name** _____

Address _____ Address _____

Phone No _____ Phone No _____

Attendant's Name _____ **Attendant's Name** _____

Address _____ Address _____

Phone No _____ Phone No _____

We agree to the terms and conditions as outlined in the booking procedure. Signed

Groom's Signature _____ Bride's Signature _____

Date _____ Date _____