



Cardinal Cerretti Memorial Chapel

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## GUIDELINES FOR WEDDINGS

1. Wedding bookings will only be taken on the form provided. General booking times for weddings are as follows:

- Fridays: after 4:00pm
- Saturday/Sunday (1 October – 30 April) 11:00am, 1:00pm, 3:00pm, 5:00pm
- Saturday/Sunday (1 May – 30 September) 11:00am, 2:00pm, 4:00pm.

Requests for wedding booking times outside of these standard booking times can be discussed with the Chapel Manager at the time of booking, however, the Chapel is invariably not available for use on Fridays before 4:00pm during School term time.

2. Couples are required to arrange their own celebrant. Couples are asked not to approach the parish clergy at Manly unless one is a parishioner as they are usually fully committed in the parish church.
3. It is strongly recommended that couples engage in a formal programme of marriage preparation. Details can be obtained from the celebrant. A brochure on Centacare pre-marriage courses is available from the Chapel Manager.
4. There are church and government registers at the Chapel and it is the responsibility of the celebrant to complete all necessary paperwork. There is a small quantity of stationery and certificates in case of emergency. Some liturgical vestments are available but celebrants are encouraged to bring their own alb or soutane.
5. A personal offering to the celebrant is the responsibility of the couple.
6. The Chapel will be prepared according to the requirements of the couple. These should be discussed with the Chapel Manager.
7. The Chapel Manager can assist with referrals to an organist or florist. If there are multiple weddings on the same day it is suggested that couples co-operate and share the expense of flowers.
8. Use of decorations that mark the fabric of the building or its furniture or litter the grounds (eg. rice or confetti) is prohibited.
9. Photography (still and video) is permitted but the photographer should be warned not to intrude into the ceremony. As a courtesy the photographer should liaise with the celebrant who will have the final decision on how photography will be conducted.
10. Moderate use of the grounds for photographs is permitted in the immediate vicinity of the Chapel before and after the wedding. Couples are asked to be punctual and to ensure they vacate the grounds at least 15 minutes before the commencement of any other wedding as a courtesy to the other couple.
11. A pipe organ is available in the Chapel. The organ is played by an organist contracted to the Archdiocese and is not available for general play by the public. Requests to play the organ by other than the contracted organist will only be entertained in exceptional circumstances. Music played in the Chapel should invariably be live performance and strictly in accordance with the liturgy and also acknowledging the sacred nature of the Chapel. Decisions in relation to the appropriateness of the music to be played will be determined by the Chapel Organist.

## OFFERINGS

12. The Chapel is an historical heritage-listed building. The upkeep of the Chapel depends entirely on the generosity of those who use it. The cost of maintenance, insurance and employment of staff is significant. Other than for religious services intending users will be asked to make a suitable contribution to help offset some of these fixed costs. The amount of the contribution is always negotiable depending on the nature of the proposed use, and the circumstances of those involved. This can be discussed with the Chapel Manager.
13. With respect to religious services there is no prescribed fee but an offering would be appreciated. As a guide it is suggested that the offering on the occasion of a religious service such as a wedding would be \$750.00.
14. A refundable cleaning deposit of \$250 is also required. In the event that decorations are used which violate condition number eight (8) above, this cleaning deposit will be forfeited.
15. At the discretion of the Chapel Manager, depending on the proposed use, a security deposit may be required which will be forfeited in the event that there is any damage to the Chapel or grounds. In some cases separate liability insurance may be necessary.
16. Offerings or contributions should be paid by credit card, cheque or money order in favour "Catholic Archdiocese of Sydney" and paid in full when returning the booking request form.
17. Goods and Services Tax - The Cerretti Chapel is owned by the Catholic Archdiocese of Sydney which is a registered entity and a charitable and religious institution. In accordance with the legislation and ATO rulings, there is no GST payable for a religious service, or for a non-commercial supply by a charitable institution. With respect to offerings on the occasion of a religious service no tax invoice will be issued. With respect to other contributions no tax invoice will be issued unless requested. GST will only be included in such contributions where the amount of the contribution exceeds 50% of the market value of the supply. This can be discussed with the Chapel Manager.

## ACCESS

18. The entry to the Chapel is via the passage between the Chapel and the main college building.
19. Only the bridal cars or other official cars may use the ceremonial drive in front of the main building. Pedestrian access for other guests will be via the secondary gate opposite St Paul's College, where parking may be available by arrangement outside school hours. Parking in the grounds of the International College of Tourism and Hotel Management is limited and reserved for the disabled. The Chapel Manager will give specific directions if necessary.
20. Guests are requested to respect the operations of the International College of Tourism and Hotel Management and the privacy of its residents and should confine their activity to the grounds in the immediate vicinity of the Chapel.

Date: 15 September 2004