



Thank you for your enquiry regarding your wedding in the School Chapel.

The Chapel is available for weddings of Old Girls, staff members and families with a strong connection to St Mary's.

The Principal and Chaplain of St Mary's appreciate that weddings are special occasions, and all-consuming with respect to their preparation and conduct. While we try to accommodate the personal expectations of the couple to be married, we are not always able to meet all requests, as weddings at the School Chapel **will only be conducted within the confines of the legal requirements of the Commonwealth Marriage Act 1961 and the regulations of the Anglican Church of Australia.**

This document aims to ensure understanding of eligibility, and conditions of use for the Chapel.

The Solemnisation of Matrimony is normally and properly conducted in the church of the parish where the couple intend to reside or where they worship. The priest of your parish is the first person you should ask to conduct your service. The Chaplain to St Mary's, The Reverend Richard Pengelley, is happy for your priest to conduct your wedding in the School Chapel, providing he or she is an Anglican priest of the Diocese of Perth.

If you wish Fr Richard to conduct the marriage service, this can be arranged by negotiation. Please ring the school (08 9341 9111) to check his availability and to make an appointment with him to start the preparations for your wedding day.

We ask you to appreciate that St Mary's is a home to the boarding students and a number of staff.

St Mary's is a busy school and we are unable to guarantee that other activities, such as maintenance, building works or functions may not be occurring at the time of your wedding.



ST MARY'S WEDDING POLICY AND PROCEDURE

Chapel Availability

Weddings are conducted on Saturdays, and occasionally on Sundays depending on availability of the Chapel. No weddings will be held during Holy Week, including Holy Saturday, except by permission of the regional Bishop. **Any requested changes to this must be taken to the Principal.**

Ceremony times may be booked from 10.30am, with the latest booking at 4.00pm. Each wedding is allocated 90 minutes (30 minutes before, and 60 minutes after the nominated time for the commencement of the ceremony).

The bride, groom and guests **must** observe the arrival and departure times so as not to inconvenience other services or activities that may be taking place on that day.

Weddings during school holidays may be possible. However, please note that the School Chaplain is rarely available and there is often an increase in building and maintenance work and use of the Performing Arts Centre during holidays.

Requirements of the Anglican Church

Wedding plans must be discussed with a priest of the Anglican Church of Australia who is licensed by the Archbishop of Perth. It is that priest who is responsible for, and will indicate to you, all requirements to be married within the Church. An Anglican Priest of another Diocese may conduct the service but must obtain permission from the Archbishop of Perth to do so.

At least one person of the couple is expected to be baptised.

It is also possible for priests from other Christian denominations to take part in the service, but the celebrant must be an Anglican priest.

In the case of re-marriage of divorced people, permission needs to be obtained from the Archbishop of Perth.

All marriages in the Chapel must be conducted according to **"The Rites of the Anglican Church of Australia"**. **A copy of the service can be obtained from the Chaplain.**

Requirements of the Commonwealth of Australia

A completed 'Notice of Intention to Marry' form needs to be lodged with the celebrant at least **one full month before** the wedding.

The celebrant must sight pictured identification documents before the wedding (eg; birth certificate, passport, driver's licence).

In the case of a previous marriage, documentary evidence of the termination of that marriage or death certificate of a deceased partner have to be sighted by the celebrant.

A statutory declaration must be signed by the bride and groom in the presence of the celebrant before the wedding. This usually takes place one or two days before the wedding, but may occur on the day.

The wedding must be witnessed by two adults as well as the celebrant.

Parking

St Mary's has on-site parking. However, some parking bays are reserved for staff and the boarding house all year, including holidays. When a number of functions are being held at the school, parking is on a first come, first served basis. Additional parking is available at Millington Reserve, located next to the school.

Guest Numbers

The Chapel seats approximately 220 guests.

Music

The Chapel contains a clavivona piano and electric organ and you will need to arrange your own musicians for the service. Appropriate pre-recorded music may be used by negotiation with the celebrant.

St Mary's will **not** enter into financial arrangements between the musicians and the wedding couple.

Please make sure that the music is appropriate for a church service. The priest who is to be the celebrant at the wedding must approve all the music.

Furniture and Decorations

The furniture and decorations of the Chapel may **not** be moved and the Chapel must be left exactly as it is found prior to the wedding.

Pew ends may be decorated with tied (**not** nailed) ribbons. The Chapel has two pedestals which may be used for flower arrangements.

The use of paper confetti, rice, bubbles etc is **not** permitted in the Chapel or on the school grounds. Dried rose petals, which are now readily available for weddings may be used. Please ensure that your guests are aware of this, preferably with an announcement at the beginning of the service and/or a note in the service booklet.

Cost

There is a fee of \$500 to assist with Chapel maintenance, which needs to be sent/transferred with your application. It will be returned if the wedding does not proceed in the Chapel. St Mary's will cover the cost of certificates for marriage, postage and staff time for preparation, maintenance and cleaning the Chapel.

Copyright law

Compliance with copyright law is the responsibility of the bridal couple.

Smoking and Alcohol

No alcohol is permitted anywhere on the school premises, and St Mary's is a strictly no-smoking campus. Please ensure that your guests are aware of this.

Photographers and Video Operators

Please request photographers and guests to be sensitive to the nature of the service, especially when using flashlights and video cameras in the Chapel. Photographers and video operators should speak with the celebrant prior to the service. They are not permitted in the Sanctuary.

Contact Person

Please nominate a contact person on the attached form with whom the School Chaplain may liaise if necessary.

Application

The couple must complete and return the attached forms:

Form 1 Indemnity Form along with the \$500 fee

Form 2 Consent to Conduct Wedding

The School will not seek the return of any forms from you. Booking confirmation will not occur until the completed and signed forms are returned to the School. This means that dates and times remain open for booking by any party.

Approval

Upon receipt of the forms the school will:

1. Determine if your application has met the eligibility criteria and advise you accordingly.
2. Advise you if the date and time nominated by you are available and book that date and time for your wedding.
3. You will then receive notification of confirmation of your booking.

Visiting the School and Chapel

Couples, family members or any other person associated with the wedding, are welcome to visit the Chapel and may make arrangements to do so through the contact person nominated on the Indemnity Form 1. That person is asked to contact the Chaplain or St Mary's Reception prior to any visit and arrange a time convenient to St Mary's.

Prior to the Wedding Rehearsal

If the celebrant is not the St Mary's Chaplain, please ask the priest who is conducting your wedding to make contact with the School Chaplain as a matter of courtesy.

Wedding Rehearsal

The contact person nominated in Indemnity Form 1 is asked to make arrangements, by contacting the Chaplain or St Mary's Reception, for any rehearsals of the ceremony that the couple may seek or the priest suggests. A rehearsal time should be booked at least one month before the wedding.

The Day of the wedding

One or two days prior to the day of the wedding the contact person needs to make arrangements with St Mary's Reception about gaining access to the Chapel. In the case of weddings taking place during the school holidays please ensure that you do this before the end of the previous term.