



## LOYOLA COLLEGE

### USE OF LOYOLA COLLEGE CHAPELS FOR THE CELEBRATION OF MARRIAGE PROCEDURE

|                   |                                    |
|-------------------|------------------------------------|
| Intended audience | Loyola College Community           |
| Author            | Business Manager                   |
| Ratified          | By College Board - Semester 2 2012 |
| Review date       | Semester 2 2018                    |

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#### GUIDING PRINCIPLES

##### General Regulations

The conditions required by the Archdiocese of Melbourne stipulates that we should receive:

- (a) the written permission of the proper pastor (ie the parish priest of the bride, when both parties are Catholics, or of the Catholic party in a mixed marriage) or the local Ordinary (cf Canon 1118 para 1 of the Revised Code of Canon Law).
- (b) the written assurance from the celebrant who is to assist at the marriage that he will ensure the adequate pastoral care of the couple prior to the marriage and that he will attend to the requirements of civil and ecclesiastical law and provide both civil certificates.

The registers will be kept at the **Principal's Office, Loyola College** and must be collected and returned by prior arrangement with the Principal's Personal Assistant.

Where only one partner is a Catholic, a minister of the other's religion is welcome to take an active part in the ceremony, provided that it is the Catholic celebrant who is the only one who asks for and receives the consent of both parties. The usual dispensation for a mixed marriage must be obtained.

Under certain conditions and with appropriate dispensation, a non-Catholic Christian religious celebrant may officiate. If this is desired, application must be made to the bishop through the parish priest of the Catholic party. Firm plans for the wedding can be put in place once the appropriate dispensation is given.

Under normal circumstances, it is not appropriate for civil celebrants or non-Christian religious celebrants to witness marriages in a Catholic chapel.

#### POLICY GUIDELINES

##### Marriage at St Ignatius Chapel or Chapel of the Irish Martyrs, Loyola College

1. Initial application is made to the Principal's Personal Assistant by providing the written statements in (a) and (b) above, who will provide the application form and information. The time and date will only be firmly booked on receipt of the application forms, which must be lodged at Loyola College at least two months in advance of the proposed date, with the appropriate deposit.
2. As access to the Chapel is through the College grounds, the College will arrange for the necessary security, the cost of which is incorporated in the total fee.
3. Access to the choir loft will be restricted to the photographer and/or those directly involved with the music. Arrangements for musicians and photographer will be required to be made by the couple and are not included in the hire agreement.
4. The use of confetti, rice or petals is **absolutely prohibited** anywhere on the College property. An additional cleaning charge will be incurred should this regulation not be observed.

- Entrance to the College grounds will be through the gate on Bungay Street. There is ample parking in the College car park for up to 80 cars.

### **Times Available**

- Weddings in the St Ignatius Chapel or Chapel of the Irish Martyrs at Loyola College will be permitted by arrangement with the Principal.
- The College retains the right to reserve periods when the Chapel will not be available, and dates specified will not be open to negotiation.

### **Chapel Arrangements**

- The College will retain the services of a wedding supervisor. It will be this person's responsibility to liaise with the couple regarding the following:
  - Floral arrangements
  - Practice arrangements for the bridal party, if requested.
  - Marriage celebration.
- The supervisor will not be responsible for decorations but will direct the use of vases, stands, etc. (The College supply of these is limited and couples may wish to provide their own.)
- Families concerned will be required to remove all of the decorations at the conclusion of the ceremony. Flower arrangements only may be left in the chapel at the conclusion of the wedding. Alternate arrangements may be made with the supervisor with additional costs to be borne by the couple.
- The Celebrant will be required to provide all vestments as required for the ceremony, unless other arrangements are made with the College.
- The supervisor, who is accountable to the College Principal, will implement College policy, which is not open to negotiation.
- The St Ignatius' Chapel will accommodate a maximum of 200 guests.  
The Chapel of the Irish Martyrs will accommodate a maximum of 60 guests.

### **Charges**

Use of the Chapel includes:

- Supervisor's fee
- Security
- Cleaning
- Light/heat

The non-refundable cost of the use of the Chapels is as set out on the Booking Sheet. Payment is to be made as follows:

#### **At the time of booking**

- Payment of non-refundable deposit of \$200.

#### **Fourteen days prior to the wedding**

- The balance of the hiring charge must be paid no later than fourteen days prior to the wedding.
- Bond of \$500 must be paid no later than fourteen days prior to the wedding. The bond will be returned one week after the ceremony should there be no additional costs.

A letter of confirmation will be sent on receipt of the deposit. Contact will then need to be made with the supervisor listed in the letter.

Please note that the non-refundable cost of the use of the Chapel does not include stipend to the priest celebrating the wedding. It is customary for the bride and groom to arrange this payment. As a general guide, a \$150 minimum is payable to the celebrant.

If you would like to provide a photo of your wedding for possible insertion in College publications, could you please send it to the Principal's Personal Assistant with your relevant details.



Loyola College  
 325 Grimshaw Street, Watsonia  
 Telephone: 9434 4466  
 Fax: 9432 2476  
 ABN: 88 614 307 746

## BOOKING SHEET ~ WEDDINGS

### St Ignatius' Chapel Chapel of the Irish Martyrs

Information regarding the couple to be married

Name of Bride: .....

Address: .....

Contact Telephone Number: Work: .....Home: .....Mobile: .....

Religion: .....

Name of Groom: .....

Address: .....

Contact Telephone Number: Work: .....Home: .....Mobile: .....

Religion: .....

Chapel Booked: St Ignatius Chapel  Chapel of the Irish Martyrs

Date of Wedding: .....

Time of Wedding: .....

Name of Celebrant: .....

Contact Telephone Number: .....

Approximate Number of Guests: .....

Seating requirements for the Chapel:  
 .....  
 .....  
 .....

Are there any other needs?  
 .....  
 .....  
 .....

*Please note that Loyola College is a non-smoking environment.*

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Those using the Chapel need to comply with the "Celebration of Marriage in the Loyola College Chapels" guidelines (attached). Failure to do so will result in the loss of all or part of the bond. In the case of non-payment of the balance of the hire fee by the due date, the booking will be cancelled.

Chapel Supervisor: .....

A copy of this Booking Form and Notification of Marriage to place of Baptism have been forwarded to the Celebrant:

Name: .....

Date: .....

Signatures of Applicants: .....

Date: .....

**Charges:**

Cost of use of St Ignatius' Chapel: \$500 (non-refundable)

Cost of use of Chapel of the Irish Martyrs: \$300 (non-refundable)

Deposit of \$200 is to be paid at the time of booking with the balance due 14 days prior to the wedding

Bond of \$500 payable and due 14 days prior to the wedding and refundable one week after the ceremony should there be no additional costs.

Office Use Only

Use of the Chapel approved (Date): .....

Booking confirmed (Date): .....

Deposit (\$200): Date received: ..... Receipt Number: .....

Bond (\$500): Date received: ..... Receipt Number: .....

Balance (\$100: Chapel of Irish Martyrs)

(\$300: St Ignatius' Chapel)

Due date: 14 days prior to the wedding: .....

Date Received: ..... Receipt Number: .....

Date Bond returned: ..... Amount: ..... Cheque Number: .....

*(all costs are inclusive of GST)*

Pre-Nuptial Documents, etc., forwarded to St Mary's Parish, Greensborough.

Date forwarded: ..... Signed: .....

Record of Receipt: .....