**XAVIER COLLEGE MEMORIAL CHAPEL**

**Fees, Documentation Requirements for Weddings, Music, Decorations and Photographs**

**Fees for Use**

A tentative booking is taken by telephone and held for one month. This booking is confirmed by paying a fee of **$1,000** plus a bond of **$500**. Please note that your offering for your priest is not included in the fees. The bond is fully refundable provided that the Chapel and the College grounds are left in their original condition and other protocols are observed. The throwing of confetti, rice or petals is not permitted. This should be stated in the wedding booklet/program. Please note alcohol is not permitted on the College grounds and the College is a totally smoke-free property.

Bridal parties are welcome to inspect the Chapel prior to their wedding. Please contact the Xavier College Memorial Chapel Coordinator, Murray McInerney, on 9854 5485 or 0400 533 614 or Murray.McInerney@xavier.vic.edu.au to arrange an inspection.

**Documentation Requirements for Weddings**

Birth Certificates of both parties and Baptismal Certificates of relevant parties must be provided. A copy of your Baptismal Certificate may be obtained by contacting the parish where you were baptised. Birth Certificates are obtained through the Registry of Births, Deaths & Marriages, 595 Collins Street, Melbourne 3000 (8:30am-4:30pm weekdays, excluding public holidays); ph: 1300 369 367. These certificates should be given to him.

Your priest will attend to the Church and Australian Government documentation associated with your marriage. NB: The “Intention to Marry” form, a document required by the Australian Government, must be completed and signed one month prior to the wedding and given to the priest.

**Music**

We can recommend an experienced organist to play for your wedding. We can also put you in contact with other musicians, sopranos, tenors, boys’ choirs, duets, instrumentalists and string quartets. A CD/iPod sound system is available. The chapel has an organ and grand piano and the piano is not to be moved without consulting the Chapel Coordinator.

**Decorations and Photographs**

Bows are available for use in the Chapel pews. It is the responsibility of users to arrange and return the bows to storage. Please discuss their use with the Chapel Coordinator.
The provision of flowers in the Chapel is the responsibility of the individual user. Vases and urns are available. The sharing of flowers with other bridal parties is encouraged when there is more than one wedding on the same weekend.

Photographs may be taken in the Chapel and College grounds. The use of a flash and video camera is permissible. Under no circumstances are photographs of the Chapel to be used for advertising purposes.

Thank you for your enquiry. If you choose to use the Chapel for your wedding, we will do everything we can to make this occasion a memorable one for you.

For further information please contact the Xavier College Memorial Chapel Coordinator, Murray McInerney, on 9854 5485 or 0400 533 614 or Murray.McInerney@xavier.vic.edu.au