Guidelines For Catholic Weddings in The Kincoppal–Rose Bay School Chapel

The Chapel is available for Catholic weddings on the undermentioned conditions:

1. Alumnae/Alumni, siblings and children of Alumnae/Alumni of Schools or Colleges of the Sacred Heart and current School staff and their immediate family members may request to be married in the Chapel of Kincoppal–Rose Bay School of the Sacred Heart under the stated conditions. An alumna/us from a Sacred Heart School other than Kincoppal–Rose Bay is asked to produce a letter of introduction from the President of the Sacré Coeur Association, member of the Society, or the current Principal.

2. Weddings are permitted on weekdays and Saturdays during the school vacations. Weddings are generally not permitted during the December/January school vacation. Weddings are permitted on Saturdays during school terms and occasionally on Sundays during school vacations. Weddings can commence between 12.00pm and 3.30pm. Bookings cover a 2 hour period from the nominated commencement time of the wedding. The wedding supervisor will arrange the rehearsal for the ceremony and be present on the wedding day. This service is included in the fee.

3. The School reserves the right to determine periods when the Chapel may not be available.

4. The maximum number of weddings on any one day will be two. When more than one wedding occurs on one day, a minimum of two and a half hours must be allowed between their commencement times. Due to safety regulations, the maximum number permitted at the wedding is 200 people.

5. Inquiries about weddings may be made initially to the Director of Development. A request to be married in the Chapel must be made in writing to the Principal of Kincoppal–Rose Bay School.

6. It is assumed that arrangements have been made to invite a Parish Priest or other Catholic Priest (at your expense) before requesting to be married in the Chapel. The liturgy readings will be discussed and approved by the Priest. The fee is payable directly to the Priest and is not included in the School’s charge.

7. The fee to be married in the Chapel is $1270 (including GST). This is to be paid in two parts:
   - A booking fee of $550 (including GST) secures the date and time for your wedding, which includes a $150 refundable bond (see clause 8).
   - The balance of $870 (including GST) will be invoiced and must be paid four (4) weeks before the wedding date.

8. A bond of $150 paid at the same time as the booking fee to be refunded except in the event of a serious breach of any of the conditions herein; particularly those concerning consumption of alcohol, photography, incorrect use of grounds, parking restrictions, confetti or equivalent and returning the Chapel to its original state, this deposit may be forfeited. Otherwise it will be refunded after the wedding.

9. The Kincoppal–Rose Bay School Choir is available for weddings at an additional cost of $440.00. To book the Choir please contact:
   - Mr Mark Stubley
   - Choral Director
   - Tel: 02 9388 6000
   - Choir fee will be included in the final invoice.

10. The Chapel possesses a rare 1890 Puget organ and it is the School’s policy that the organ be played only by the organists designated by the School.
   - Cost of School Organist $200 (included in the Chapel charge).
   - Please contact Mark Stubley on 9388 6075
   - Rehearsal Fee – for Soloists or Choir $80 (not included in Chapel charge)

11. Access to the organ loft is restricted to the organist, other musicians, singers and a photographer.

12. The school administration will organise a security guard, and an additional supervisor will attend for security reasons. This is included in the cost. Large crowds (150–200) will require extra security, which can be quoted on request.

13. No extra lighting may be installed. Any photography must be unobtrusive and the religious nature of the sanctuary must be respected.

14. Entrance to the school grounds is through the main gates on New South Head Road, and to the Chapel via the main school entrance only. The school grounds can accommodate approximately 20 cars in front of the School. While all of these spaces are generally available to the wedding party and guests, their availability cannot be guaranteed as there may be other events taking place simultaneously in the school. However, at least eight car spaces will be reserved for the wedding party. There is additional parking available in adjacent streets. The wedding party must provide an outdoor usher to control and direct parking.

15. Photographic opportunities after the wedding will be restricted to the Harbour or Sheldon Terrace, depending on availability. Guests are not permitted to wander through the school building or grounds. The grounds are not available for pre or post wedding functions.

16. Floral arrangements need to be appropriate for the Chapel. Where there is more than one wedding on one day, the wedding parties are asked to reach agreement on the floral arrangements.

17. Confetti (or equivalent, glitter, sequins, strewn flowers, etc.) is not permitted.

18. The consumption of food or alcohol is prohibited in the school premises or grounds before or after the service.

19. A nominated person must ensure the Chapel is left clean, papers removed, with all furniture/benches returned to their original place.

20. The School and grounds have been designated smoke and alcohol free zones. Guests wishing to smoke must go outside the school perimeters.

21. Any photos taken are not to be published without the permission of the School.

22. If you wish to have the Chapel’s bells rung at the end of your ceremony, please tick the option in the application form.