CHAPEL INFORMATION

Welcome to the Chapel of St Hilda of Whitby. The Chapel is consecrated as an Anglican place of worship. It is also a school chapel and, in order to keep the Chapel as a special place for students and friends of the School, certain guidelines have been established which must be observed.

SERVICES – GENERAL
- The Chapel is an Anglican place of worship and services such as weddings, baptisms or funerals must be appropriate to the Chapel, as determined by the School or Diocese. Details should be discussed with the Chaplain and the Development Office.
- Permission for all services must be given by the School.

WEDDING SERVICES
We are pleased that you are considering the possibility of your wedding being celebrated in our School Chapel.

Please read the following and, should you wish to proceed, please refer to ‘Steps for Arranging your Wedding.’

The Anglican Church in the Diocese of Perth has guidelines regarding weddings:
- The Solemnisation of Matrimony is normally conducted in the parish in which one of the parties resides or in the church where one of them worships.
- If one or both of the parties to the marriage has or have been married before, special permission needs to be granted before the wedding can proceed. This permission is arranged through the priest conducting the service and is not usually a difficulty.
- One or both of the parties should be baptised. If a problem exists, it should be discussed with the Anglican priest whom you propose as Officiant.

The Chapel of St Hilda of Whitby is not a parish church and certain conditions apply to weddings:
- The only marriages permitted in the Chapel are for those who have a significant connection with the School, for example, a former student or a child of a former student, a benefactor or child of a benefactor or a staff member or a child of a staff member.
- Marriages conducted in the Chapel are celebrated according to the rites and ceremonies of the Anglican Church of Australia and by a minister of the Anglican Church who is a registered Minister of Religion. Specific and beautiful texts provided by the Church form the core of the service, which can then be personalised in conjunction with the Officiant and School.
- You will need to arrange for your own minister to officiate. Due to school commitments the School Chaplain may not be available to officiate at all weddings.
- The parish priest of one of the parties is usually the Officiant at the wedding. The Officiating minister for your marriage should be arranged before the Marriage Application Form is returned to the School.
- Date and time of the wedding must be confirmed by the Development Office.

AVAILABILITY OF THE CHAPEL
- Weddings may take place on any day during school holidays and Saturdays, and Sundays. Weddings cannot be held in the Chapel during the School’s official closing time from late December when the school breaks up for the Christmas holidays to early January.
- Up to three weddings may be held in the Chapel on one day at two hour intervals. Please contact the Development Office to make your booking.
STEPS FOR ARRANGING YOUR WEDDING

- Please contact the Development Office (9285 4100) regarding your preferred wedding date. If the Chapel is available the School will send you relevant information and a Marriage Application Form.
- Complete the Marriage Application Form and return it to the School. You will need to:
  - Show that you have a significant relationship with the School
  - Arrange for an Anglican Registered Minister of Religion to officiate
  - Enclose your deposit $250 (non-refundable)
- Once your request is approved and payment received, the Development Office will send you a letter of confirmation. The cost for your wedding in the Chapel is $650 (including the deposit) which is payable to St Hilda’s Anglican School for Girls.
- If you require an organist, bells or choir, please contact the following people. It is important to note that these are private arrangements between you and the individuals.
  
<table>
<thead>
<tr>
<th>School Chapel to Officiate</th>
<th>Fr Toby Sherring</th>
<th>9285 4100</th>
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</thead>
<tbody>
<tr>
<td>Organ and Music</td>
<td>Mr Tim Chapman</td>
<td>9285 4250</td>
</tr>
<tr>
<td>Choir</td>
<td>Mrs Nancy Ellis</td>
<td>9285 4250</td>
</tr>
<tr>
<td>Bells</td>
<td>Mrs Mary Townsend</td>
<td>9389 1154</td>
</tr>
</tbody>
</table>

  You are welcome to make other arrangements for your music. Please note that recorded music (e.g. on a CD or electronic device) is not permitted owing to copyright licensing laws. If you would like to use the Chapel organ, please advise Mr Tim Chapman directly.
- You will need to provide your own flowers, if required, and remove them and any adornments after the service. The School is not responsible for any items left in the Chapel.
- Please arrange a suitable time for the rehearsal with the School. The minister and the essential members of the wedding party should be present for this. An hour (maximum) has been allotted for the rehearsal: please ensure it can begin on time. If the rehearsal should go on beyond the appointed hour, an additional $85.00 per hour may be charged.

GENERAL INFORMATION AND CONDITIONS

- Amplification: Spoken voice amplification is supplied. Permission for other amplification needs to be discussed with the Verger.
- Furniture and fittings must not be moved or rearranged without prior consent of the School Chaplain.
- Ornaments and decorations may not be placed in the Chapel without permission of the School Chaplain.
- The Chapel provides four stands for flowers, suitable for 20cm diameter vases. You will need to provide your own vases. Iron pedestals and urns are not permitted. Please supply the Development Office with your florist’s name and phone number, as guidelines apply for arrangements and positioning.
- Parking regulations and directions must be strictly adhered to. A car parking attendant will direct your guests.
- Photographs/Video Please discuss with the minister conducting your ceremony the appropriate restrictions regarding photographs and videos in a Christian place of worship. Additional lighting is not allowed, and excessive flash and movement around the building by photographer and videographer should be avoided during the ceremony.
- Courtesy to School and Neighbours: In keeping with the occasion and the School’s policy, the behaviour of all should be quiet and courteous.
- Smoking is not permitted in any areas of the School or Chapel grounds. St Hilda’s is a ‘Smoke-free’ zone.
- Confetti, petals and rice must not be used in the Chapel, St Hilda’s grounds or precincts. Please advise your guests.
- Toilets are available. Ask the Verger to direct you.

The Chapel is a functioning school building and, from time to time, its internal furniture may be rearranged. The School will endeavour to leave it as it was for your rehearsal.

QUESTIONS

Please telephone or contact the Development Office at the School (t: 9285 4256) or email Kiran.Veerapathiran@sthildas.wa.edu.au if you would like more information.