



2022, 2023 & 2024 Wedding Terms & Conditions
The Cathedral of St Stephen, Chapel & St Patrick's Church

WEDDING BOOKINGS:

To secure a booking, a deposit of 75% of the booking cost is payable at the time of booking, coupled with the submission of a completed Wedding Booking Form, and signed Terms & Conditions. This deposit includes a non-refundable booking fee of \$300. If for any reason the wedding is cancelled within three months of the date booked, there will be no refund of paid deposit. Full payment must be received six weeks prior to the wedding date otherwise late fees will be applied. *Only on receipt of your Deposit and your completed Booking Form will you then be notified by email confirmation of booking.

WEDDING BOOKING PREREQUISITES:

1. One partner must be a baptised Catholic.
2. Pre-marriage Education and Preparation must be completed (at least 3-months prior to your wedding date).
3. If either partner has been previously married, and divorced they will require a declaration of Freedom to Marry Form from an ecclesiastical tribunal of the Catholic Church.

WEDDING CAPACITIES:

St Patrick's Church | 350 persons maximum (outside of COVID restrictions).
St Stephen's Cathedral | 700 persons maximum (outside of COVID restrictions).
St Stephen's Chapel | 70 persons maximum (outside of COVID restrictions).
Please note these capacities are subject to change.

WEDDING DECORATIONS:

It is the responsibility of the booked party to arrange the set-up of additional decorations. Carpet runners, additional floral arrangements, topiaries, candelabra, lanterns, tea light candles, balloons, etc. are not permitted. Decorative bows are acceptable and can be tied to the end of pews, however fresh florals are not to be included. It is the responsibility of the booked party to organise the attaching of the bows immediately before the ceremony and the removal of the bows immediately after the ceremony. No seating/furniture is to be moved in the Cathedral/Chapel/St Patrick's. The use of confetti, rice, rose petals, miscellaneous decorations, signs, bubbles, or similar substances are not permitted in the Cathedral, Chapel or St Patrick's Church, or the surrounding precinct. Doves or butterflies are not to be released.

WEDDING LITURGY:

In choosing to have your wedding in one of our churches, you are choosing to celebrate the Roman Catholic Rite of Marriage. Your celebrant will lead you, step-by-step through the Rite of Marriage, with guided publications provided to assist you. Particular care is needed to ensure readings chosen are from Scripture and that music is appropriate to the Rite. Again, your celebrant will assist you to finalise your marriage ceremony.

WEDDING MUSIC:

Wedding ceremony music choices are governed by an approved Cathedral Music Repertoire Listing only. Secular songs are not acceptable. Pre-recorded music via a CD, mobile phone, iPod, etc. is not appropriate. Musicians and singers are to be booked through the Cathedral Music Department only.

WEDDING PACKAGE:

The Wedding Package offered is not interchangeable. Should you not require one or more of the inclusions listed, there will be no discount or monetary cashback.

WEDDING PARKING:

Limited onsite car parking is available for weekend weddings at the Cathedral, Chapel, and St Patrick's Church. No onsite car parking is available for weekday weddings at the Cathedral, Chapel, or St Patrick's Church.

WEDDING PAYMENTS:

Wedding payments are payable via EFT to:
BSB: 064 786
A/c No: 100011498
A/c Name: St Stephen's Cathedral Parish
Reference: date of wedding & surname e.g., 04102019 Smith
(*please send through receipt of payment).

WEDDING PHOTOGRAPHY:

Photographs and videos are permitted but care must be taken that this is done in an unobtrusive manner. It is desirable that photographers and video operators consult with the celebrant prior to the ceremony. Photographers are not permitted on the Sanctuary (Altar area) during the ceremony. Extra lighting for videos is to be avoided. Equipment is not to be attached to walls or pillars. Care is to be taken so that no damage is caused to the Cathedral, Chapel, or St Patrick's Church

buildings or furnishings. Once the wedding ceremony is completed, it is not possible for the bridal party to return to the Cathedral/Chapel/St Patrick's for photographs. However, it is permitted for photographs to be taken in the grounds.

WEDDING POSTPONEMENTS & CANCELLATIONS:

To best cater for unforeseen occurrences that can impinge on your planned wedding date, we offer couples the flexibility of two postponements (free of charge). Added date changes will incur additional administration fees.

If for any reason your wedding is cancelled within three months of the date booked, there will be no refund of the paid deposit.

WEDDING REHEARSALS:

Wedding Rehearsals typically take place the week of your wedding on a Wednesday, Thursday, or Friday, between the hours of 1-4 pm (pending availability). Ph. (07) 3324 3030, or email: cathwed@bne.catholic.net.au to book. Wedding Rehearsals should not take any longer than 30 minutes. Onsite car parking is unavailable for Wedding Rehearsals at the Cathedral, Chapel, and St Patrick's Church.

WEDDING TIMINGS:

It is expected that all weddings start on time. Any tardiness by the booked party will result in an abbreviated service. Each wedding party's booking period extends to 90 minutes only.

OTHER

(1) ANIMALS (PETS):

Animals (pets) are not permitted onsite nor within the Cathedral, Chapel, or St Patrick's at any time.

(2) BUILDING MAINTENANCE & WORKS:

As The Cathedral/Chapel and St Patrick's are significant historical buildings, occasionally maintenance and restoration work will be undertaken, which potentially may have safety considerations associated with the works. During these occasions, scaffolding and other equipment may be fitted inside and outside of the Churches. In these rare instances, we will endeavour to ensure that the equipment will be as unobtrusive as possible. In the unlikely event that we are required to close the Cathedral/Chapel or St Patrick's for restoration or maintenance, we will do our utmost to provide adequate notice. In consultation with you, we will also assist to locate a church for the celebration of your wedding.

(3) CELEBRANT ALLOCATION:

Should you request to book a Cathedral Priest/Deacon for your wedding, one will be allocated to you from the Cathedral staff. Should you then consider your appointed Cathedral Priest/Deacon unsuitable, you are responsible for sourcing, and the allocation of another Catholic Priest/Deacon to officiate your wedding. If by this time, your 1st Priest Meeting has taken place, there will be no refund of Priest Fees.

(4) COVID:

Should COVID restrictions be enforced at the **time** of your wedding, these restrictions must be followed and will be advised to you via email in the weeks before your event. It is your responsibility (the Bride & Groom) to enforce, and relay these restrictions to your guests, and vendors.

(5) PRE-MARRIAGE EDUCATION:

Pre-Marriage Education is required to be completed at least 3-months prior to your wedding date. Pre-Marriage Education is a booking pre-requisite and is not optional.

(6) RESPECTFUL BEHAVIOUR:

Our churches are sacred and public places, and we expect that all visitors will always behave respectfully. Alcohol is not permitted on the Cathedral, Chapel or St Stephen's precincts. The celebrant has a right to discontinue the ceremony if either party is affected by drugs or alcohol.

(7) UNAVAILABLE DATES:

Weddings will not be celebrated on the following dates:

- Sundays during Lent;
- Holy Week;
- Easter weekend;
- Christmas Eve or Christmas Day;
- Anzac Day; or
- Other public holidays throughout the year.

Signature Bride: _____

Signature Groom: _____