



PRINCE  
ALFRED  
COLLEGE



# Weddings

The Eric Freak Memorial Chapel

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The Eric Freak Memorial Chapel, set in the picturesque grounds of Prince Alfred College (PAC), is a magnificent setting for celebrating marriages. The Chapel is built in honour of Robert Eric Freak who attended PAC from 1929 to 1933 and was an outstanding tennis player. The Eric Freak Memorial Chapel, designed by leading architect and PAC old scholar, Frank Colin Hassell, was opened in 1972.

The Chapel has since been updated with the installation of air conditioning, a pipe organ and stained-glass windows. Hire is available to PAC Old Scholars or those with a demonstrated family connection to the College.

## Capacity

The Chapel can seat approximately 220 guests.

## Preparation for your Wedding Ceremony

Reverend Mark Dickens is the Chaplain at Prince Alfred College. Contact should be made with Reverend Dickens as soon as possible so that necessary paperwork can be arranged in preparation for your marriage. A 'Notice of Marriage' must be completed in conjunction with the Chaplain within eighteen months prior to your wedding and not less than one calendar month plus one day prior to the ceremony. All legal requirements of registering your marriage will be handled by the Chaplain and you will need to provide him with all relevant documentation.

Reverend Dickens will meet with you as needed to help plan the ceremony. A rehearsal will generally be scheduled in the week prior to your wedding so that you are familiar with the proceedings on the day.

## Visiting Celebrant/ Chaplain

It may be permissible to have a visiting minister/chaplain/celebrant or organist to either conduct or share in the service. You will need to confirm details of your preferred minister with the Manager, Venues and Events prior to finalising your booking and arrange a site orientation and copy of their public liability certificate.

## Preparing for your wedding service

There are a number of aspects that need to be attended to in preparation for a wedding service. In addition to the service itself, there is the associated paperwork that needs to be completed to have the marriage registered. So that preparations can be completed in good time, it is advised that you make contact with the College Chaplain soon after you have made the decision that you wish to have the Chaplain conduct your wedding service.

## Meetings and Rehearsal

The Chaplain will meet with you, as needed, to help plan the ceremony. Within the week prior to the wedding a rehearsal will usually be held. This provides the opportunity to run through the service in the Chapel, or other chosen location, so that you get a feel for how the service will run on the day itself.

### Audio-visual

The audio-visual facilities in the Chapel have been upgraded. A College technician must be used for the ceremony. It is a minimum 3 hour charge.

You will need to arrange someone to play music as Reverend Dickens cannot assist with this duty.

### Music

The services of an organist or pianist can be organised on request.

The Chapel is equipped with an organ and piano. The services of an organist/pianist can be arranged on request. If you would like to arrange your own organist/pianist, please advise the Manager, Venues and Events. The Chapel is also equipped with a sophisticated sound system if recorded music is preferred. As the Chapel is in a public place any music must be purchased in accordance with music rights.

### Flowers

There are two wooden stands available for the display of flowers. Please advise the Manager, Venues and Events of the details of your floral arrangements, delivery etc. Delivery will need to be pre-arranged at a time when the College is open or the Caretaker has forward notice to allow entry.

### Confetti

Confetti and rice are not permitted. Rose petals are preferred outside only and an additional cleaning fee will be charged if used inside.

### Parking

Adequate parking is generally available on the college grounds. On days when there is a home football match parking will be limited and guests may need to park outside of college grounds.

### Decorations

Décor (bows, flowers) may be attached to the aisle seating if desired using tape or blue tack (drawing pins are not permitted). A cleaning fee may be charged if removal is required.

### Fees

BREAKDOWN	PRICE
CHAPEL HIRE	\$560 + GST
CHAPLAIN	POA, to be arranged directly with Reverend Dickens
ORGANIST/PIANIST	POA
TECHNICIAN	\$88 per hour (minimum 3 hours to run service, set up Chapel and assist with PowerPoints/ music)

A non-refundable deposit of \$220.00 is required upon booking confirmation.

It is our desire to co-operate with you in planning a truly memorable wedding celebration. The College is proud of its Chapel and seeks to hold meaningful and enjoyable services.

NB: All costs are exclusive of GST

### Please note:

For further information or a personalised quote please contact Manager, Events and Venues.

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