



PRINCE ALFRED COLLEGE

WEDDINGS IN THE ERIC FREAK MEMORIAL CHAPEL

The Eric Freak Memorial Chapel at Prince Alfred College was opened in 1972. It has since been upgraded with the installation of air conditioning, a pipe organ and stained glass windows. Set in the beautiful grounds of the College the Chapel serves as a delightful setting for celebrating marriages. Hire is available to Old Scholars or a demonstrated family connection.

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 School Chaplain soon after you have made the decision that you wish to have the Chaplain conduct your wedding service.

COMPLETION OF FORMS

A "Notice of Marriage" form needs to be completed in conjunction with the Chaplain. It is required that this be completed within twelve months prior to the wedding, but not less than one calendar month plus one day prior to the ceremony. The Chaplain attends to all legal requirements of having the marriage registered. You will need to provide a full copy of your birth certificates or extracts (and divorce papers, if applicable).

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.

FEES

The College wedding charges are as follows: -

Chapel Hire \$300.00

Minister \$200.00

Organist/ Pianist \$100.00

A non-refundable deposit of \$100.00 is required upon booking confirmation.

NB: All costs are inclusive of GST

VISITING MINISTER/ORGANIST

It may be permissible to have a visiting minister/chaplain or organist to either conduct or share in the service. You will need to confirm details of your preferred minister with the school prior to finalising your booking.

MUSIC

The services of an organist or pianist can be organised on request. The chapel also has an excellent sound system which can be used.

FLOWERS

There are two wooden stands available for the display of flowers. Please advise the Facilities and Events Coordinator of the details of your floral arrangements, delivery etc.

CONFETTI / RICE

Confetti and rice are not permitted inside the chapel. Rose petals are preferred.

PARKING

Generally there is adequate room in the grounds. On days when there is a home match it may be more difficult.

SEAT DECORATIONS

Bows or ribbons may be attached to the aisle seats, if desired. (Sellotape or blue tack is permitted but drawing pins are not).

THE WEDDING

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. Please feel free to make contact with any queries or for any assistance. With congratulations and good wishes.

For further information contact Manager, Events and Venues on 8334 1200 or facilities@pac.edu.au