



# Information & Guidelines

for celebrating your wedding in  
All Hallows' Chapel, Cathedral Parish of St Stephen



We welcome you both, your family, and your friends to All Hallows' Chapel. The conditions outlined here are set down to enable you and your guests to enjoy the celebration of your marriage.

All Hallows' Chapel, as the Chapel for the Brisbane Sisters of Mercy and All Hallows' School, is a place of special significance. A request to be married in the Chapel presupposes in the parties an awareness of the religious dimension of the occasion and is subject to certain guidelines (see Eligibility Criteria below).

The following is a brief guide to assist you in planning your wedding at All Hallows' Chapel. It is a beautiful place for a wedding. It is not, however, available for hire in the way that one may hire a venue for a wedding reception. Weddings may take place provided certain requirements are fulfilled.

## **Eligibility Criteria:**

To be eligible to be married in All Hallows' Chapel, one of the following criteria must be met:

- The bride or the bride's mother or the groom's mother is to be a past pupil of All Hallows' School;
- The bride or groom's immediate families have had a significant association with the School or the Sisters of Mercy;
- Either the bride or groom is a current or past staff member of All Hallows' School.

## **Information for celebrating your Wedding in the All Hallows' Chapel**

### **Time of Ceremony:**

The Chapel will be available for weddings on:

- Friday evenings between 4.00pm and 5.00pm;
- Saturday and Sundays between 10.00am and 4.00pm.

Wedding parties are expected to be punctual as arriving late causes problems for staff, your priest and musicians who may have other functions to attend.

It should be noted that the Chapel will not be available on the following days:

- Sundays during Lent;
- Holy Week;
- Easter Weekend (includes Good Friday, Holy Saturday, Easter Sunday, and Easter Monday);
- Other public holidays throughout the year.

A Nuptial Mass/Wedding Ceremony should not take any longer than forty-five minutes to one hour. Each wedding party has the use of the Chapel and grounds for a period of 150 minutes (2½ hours) beginning one hour before your booking time. The Chapel, grounds and car park must be vacated by the end of your

designated time. For example, if you have a 3.00pm wedding, you have access from 2.00pm until 4.30pm. There is no extension of the time irrespective of whether another wedding is booked before or after yours.

### **Booking Information:**

While the Chapel is a marvellous setting for a wedding, the desirability of being married in the Parish Church of one's own community should not be underestimated. Couples who wish to book the Chapel must first arrange for a Priest to act as a celebrant. He will guide you through the process of preparation and will be responsible for all the papers, both government and church. Take time to discuss with your partner and decide whether you are having a Nuptial Mass or a Ceremony.

As All Hallows' is part of the Cathedral Parish, we have to adhere to the policies of the Parish and of the Archdiocese regarding the conduct of Catholic marriages. Currently this means that all weddings must be conducted in the presence of a Catholic Priest or Deacon.

Please be aware that weddings in All Hallows' Chapel are within the grounds of All Hallows' School and there are a number of issues to consider. Firstly, All Hallows' School functions may occur at the same time as your wedding, and the School takes precedence on these occasions. The guidelines for refreshments, alcohol, decorations, and especially parking have been developed with the requirements of the School in mind. Please be respectful of these guidelines and ensure your guests are aware of them.

All Hallows' School staff co-ordinate all weddings in the All Hallows' Chapel, and can be contacted Monday to Friday to arrange bookings and discuss other organisational issues. Contact can be made via email on [weddings@ahs.qld.edu.au](mailto:weddings@ahs.qld.edu.au).

The All Hallows' Chapel Sacristan will provide assistance and ensure the Chapel is prepared for your wedding ceremony. All Hallows' School will provide a wedding assistant for the Bridal party; the role is to assist both the Bridal party and the Chapel Sacristan on the day.

Confidentiality and privacy of bride and groom is maintained at all times by All Hallows' School.

It is very important NOT to alter the time of your wedding without consultation with the School. Failure to do so can lead to scheduling clashes.

### **Wedding Booking Fee:**

To confirm your booking, the full \$1,000 Wedding Booking Fee must be received within fourteen (14) days of your booking confirmation email from All Hallows' School, along with your completed Booking Form for the All Hallows' Chapel. This fee is paid electronically via a link which will be provided once the preferred date has been confirmed and approved by the School.

The fee of \$1,000 is required for the use of the Chapel in order to cover cleaning, security, staff costs, maintenance, and so on. You will need to re-book your wedding if the booking fee is not received – *dates cannot be held beyond the specified time without payment.*

Administration fees will be incurred for cancellations, as outlined below:

- Cancellations 6 months prior to wedding will incur a fee of \$200, with \$800 refunded.
- Cancellations 3 months prior to wedding will incur a fee of \$1,000 with \$0 refunded.

### **Liturgy:**

In choosing to have your wedding at All Hallows' Chapel you are choosing to celebrate the Roman Catholic Rite of Marriage. Your Priest will lead you step by step through the Rite of Marriage, and assist you to finalise your marriage celebration. Particular care is needed to ensure Readings are chosen from the Scriptures and that music is appropriate to the Rite.

Please do not change your wedding from a Nuptial Mass to a Ceremony or vice versa without informing All Hallows' School in writing once you have booked.

### **Priest:**

Your Priest must complete the Booking Form for Dean of Cathedral of St Stephen and forward it to the Dean of the Cathedral of St Stephen as All Hallows' lies within the Cathedral Parish.

The wedding fee **does not include** the contribution the Wedding Party makes to the Priest. This payment needs to be arranged separately with the Priest and should be a minimum of \$200.

### **Music:**

All music used at wedding ceremonies should reflect Christian values. Visiting musicians are allowed by prior arrangement and must comply with the guidelines regarding choice of music. Your priest will need to check your music selection.

Names of organists, singers and musicians are available from All Hallows' School if required.

### **Punctuality:**

As All Hallows' Chapel is used for various Liturgical Ceremonies, bridal parties should be sensitive to the fact that other events may be happening in the Chapel on their wedding day. It is imperative that the Bridal Party arrives at least ten minutes before their booking time so they are ready to walk down the aisle on time. The Chapel, the Priest, the staff of All Hallows' School, and the musicians may have other urgent appointments and your service may have to be abbreviated if the bride is late.

### **Decorations/flowers:**

Due to the limitations relating to access, there are two options available for flowers:

1. Delivery Friday afternoon prior to 3.00pm;
2. Delivery one hour prior to the commencement of your wedding.

As the Sisters of Mercy are no longer using the Chapel on a daily basis we ask that you remove the flowers after the Service. In the past many couples have taken the flowers to their reception. All Hallows' School can recommend names of florists familiar with the Chapel.

Ribbons, bows or other pew decorations must be tied on – sticky tape/bluetac etc. is not allowed – and fresh flowers are not to be included in the bows. It is the responsibility of the couple to organise the attaching prior to the Ceremony and removal of the bows immediately after the Ceremony. We have several styles of bows available for use for weddings (free of charge), and we will organise attaching and removal of them should they be used.

Please note that confetti/rice/rose petals or similar substances are not to be used in the All Hallows' Chapel or grounds. The uses of bubble blowers is acceptable outside the Chapel only. Please ensure empty containers are disposed of thoughtfully. Doves or butterflies are not to be released.

No seating/furniture is to be moved inside the Chapel.

### **Photographs:**

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 All Hallows' staff and Priest celebrant prior to the Ceremony. Photographers are not permitted on the Sanctuary during the Ceremony. Extra lighting for videos is to be avoided and allowed only with the permission of the Priest celebrant.

Equipment is not to be attached to walls or pillars. Care is to be taken that no damage is caused to the Chapel or the furnishings.

Once the Wedding Ceremony is completed it is not possible for the Bridal Party to return to the Chapel for photographs, however it is permitted for photographs to be taken in front of the Convent. All Hallows' School permits photographs in the grounds in front of the Chapel provided they are not in use.

### **Vehicle Access:**

Only the cars of the Bridal Party (i.e. Bride and Groom) may drive through the Ann Street gate and park in front of the Chapel. No other cars are allowed in front of the Convent or in the School grounds for a number of reasons:

- Access must be available for emergency vehicles at all times;
- Vehicles limit opportunities for photographers;
- Vehicles are a potential hazard to pedestrians;
- Certain Bridal Party vehicles (i.e. stretch limousines) need the space to turn around;

- The School operates independently of weddings and couples need to be aware that other functions may coincide with your wedding – on these occasions the School takes precedence.

Free parking for your guests is available in All Hallows' School Dodge Lane Carpark. A location and route map is included with this information pack. We advise you to copy this sheet and distribute it to your guests with the invitations. The use of the car park will be a shared arrangement as there are times when the School is used by other guests or school requirements. **Please ensure your guests are aware there is no parking on the School grounds.**

Drop off and pick up for elderly or disabled persons is permitted in front of the Convent, but all cars must be parked in the Dodge Lane Carpark.

### **Rehearsals:**

If a rehearsal is required, it can be booked through All Hallows' School. Unless other circumstances arise, staff from All Hallows' School and the Chapel Sacristan will be present at the rehearsal to answer questions and finalise details.

Rehearsals should not take any longer than forty-five minutes and can be booked for the Wednesday or Thursday afternoon prior to the wedding between the hours of 4.00pm and 5.30pm. For facilitation of the Rehearsal please limit numbers in attendance at this time – restricted to Bridal Party, parents, and photographer ONLY.

### **Refreshments:**

**Refreshments are not permitted on the grounds, either before or after the Wedding Ceremony.**

### **Alcohol:**

**Alcohol is strictly prohibited in the Chapel precinct and the grounds of All Hallows' School. If anyone is found in possession of alcohol they will be asked to leave the premises.**

### **Smoking:**

All Hallows' is a "Smoke Free" environment. Please ensure your guests are aware of this.

### **Toilets:**

Toilets are available at the rear of St Ann's – male, female, and disabled – and these will be opened for the use of your guests. They can be accessed via the courtyard at the rear of St Ann's, near the steps to the Dodge Lane Carpark. See enclosed School map.

### **Past pupils:**

If you are a past pupil of All Hallows' School please contact Ms Lenore Thompson on [ppa@ahs.qld.edu.au](mailto:ppa@ahs.qld.edu.au) with your new contact details if these are different to those already held on the School past pupil database.

### **Bride's responsibilities and checklist:**

The Bride must contact All Hallows' School to:

- Book time and date of wedding;
- Arrange a rehearsal (normally with Priest in attendance) prior to the Wedding;
- Organise the following (where applicable)
  - Flowers – time of arrival
  - Bows
  - Candles – number in use – also notify the Priest if they are to be part of the Ceremony;
  - Type of music – CD, quartet, organist, singer etc;
  - Number of guests (particularly if Nuptial Mass).

The Bride is also responsible for:

- Arranging a Marriage Celebrant and ensuring all the necessary forms are completed;
- Music, wedding booklets, photographer;
- Ensuring all guests are aware of the guidelines above.