



**ROSTREVOR**  
COLLEGE

67-91 Glen Stuart Road, Woodforde, SA 5072  
**T** +61 8 8364 8200 **F** +61 8 8364 8396  
**E** roscoll@rostrevor.sa.edu.au **W** www.rostrevor.sa.edu.au

Rostrevor College (est. 1923)  
ABN 63 001 070 495

A CATHOLIC ALL BOYS' DAY & BOARDING  
COLLEGE IN THE EDMUND RICE TRADITION  
Reception to Year 12

## ROSTREVOR CHAPEL HIRE CONDITIONS

The Rostrevor College Chapel has been restored as a place of beauty for prayer and worship in the life of the College community and it is important that the Chapel and its precincts are maintained appropriately.

Christian Brothers and the College make their Chapel available for weddings of Old Scholars and other parties who have the agreement of a Roman Catholic Priest prepared to lead the ceremony according to the rites of the Catholic Church. Rostrevor does not have its own Priest.

The College would like to thank you for the consideration of the Chapel for your special day, although it is important to note at times the Chapel may be unavailable due to the religious calendar or school events. These dates will be flagged by Rostrevor Staff upon enquiry.

Please note the College Chapel is **not** available for the sacrament of Baptism. Please contact your own Parish regarding Baptisms.

## FURTHER INFORMATION

The College has developed some conditions for the use of the Chapel to ensure its preservation and for the benefit of all users. You are asked to read and note these conditions. Your signatures on the application form are taken as confirmation of your agreement to abide by these conditions.

### **Priest**

There is no resident Priest at the Chapel. Therefore, a Roman Catholic Priest is to be chosen by the couple to perform the ceremony; generally, from your own Parish.

### **Access**

The Chapel will be opened 45 mins prior to your set wedding time to enable the placement of any decorations or flowers. If more time is required please notify Rostrevor College staff member at the time of booking.

Without the consent of the College, the wedding times cannot be changed. All bookings are tentative until a copy of the completed application form, together with the Chapel fee and bond money, have been received by the College.

There is no access to the balcony under any circumstance.



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## Decorations

No Decorations are to be placed on the small wooden shelves on either side of the Sanctuary near the Sacristy doors. The Chapel furniture, pews and kneelers must not be damaged in any way by using such things as drawing pins or Blu-tack for fixing decorations.

## Rehearsals / Music Practice

Appointments for rehearsals and music practice must be made with the College during office hours [8.30am – 4.30pm]. Preferably on the Wednesday prior to the wedding.

These are to be confirmed with the Facility Hire Co-ordinator, who can be contacted on 8364 8200 or [facilityhire@rostrevor.sa.edu.au](mailto:facilityhire@rostrevor.sa.edu.au).

## Audio and Visual

The Chapel PA system can only be accessed at the lectern. There is also a lapel mic for the priest. Set up of both these systems will be done by the Wedding Convener whose contact details you will be supplied prior to the event.

## Wedding Convener

A Wedding Convener opens the Chapel 45 mins before your wedding to allow for any setup requirements and stays for the duration of the wedding. The College grounds will be half an hour after your ceremony unless extra time has been purchased.

## Photographs and Videos

All access to the wider College grounds for photos after the ceremony need to be cleared with the Facility Hire Coordinator and may come at a cost.

## Alcohol Consumption / Smoking

Alcohol consumption and smoking is not permitted on the College grounds.

**Forfeiture of bond will apply.**



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### **Parking and Transportation**

Cars, including the wedding cars, must not park on the paving, gardens or lawns of the College.

Parking must not restrict access to various parts of the College and should not interfere with normal College life. Access to the white circular driveway is only provided to deliveries, wedding cars and cars with disabled permits or any elderly guests who are required to be dropped off near the Chapel. There is no on-site parking within the Circular Driveway for general Wedding Guests.

All cars must leave the grounds immediately after the conclusion of the ceremony.

Hirers wishing to use transportation other than a car, motorbike or limousine must request in writing no later than three months prior to your event. The use of any vehicle not approved by the College will result in the loss of bond and damages potentially levied against the hirer.

### **Charges**

The stole fee (an offering made to the Priest for performing the ceremony which goes towards supporting all clergy in the Archdiocese) is to be paid directly to the Priest conducting the ceremony, not The College.

The bond money is to ensure the Chapel and grounds are left in an appropriate condition and to ensure the requirements set out here are met.

**USE OF CONFETTI, RICE, SUGAR ALMONDS, ROSE PETALS OR SIMILAR TOKENS INSIDE THE CHAPEL OR GROUNDS IS PROHIBITED AND WILL RESULT IN THE BOND BEING FORFEITED.**

Payment of bond money does not give you the right to throw any of the items listed above, nor is it a cleaning fee.

Parking by guests on College lawns may damage the reticulation system and failure to observe parking regulations will also result in the forfeiture of the bond.

Several wedding parties use the Chapel on the same day; it is important that times are adhered to. Late commencement of ceremonies results in late completion and inevitably inconveniences other users, the College community and Priests. Where ceremonies commence more than 15 minutes after the scheduled start time, the bond is forfeited. The bond money must be paid at the time of lodging the application form and will be refunded within two weeks following the ceremony provided all conditions are met.

### **Information**

Any further information may be obtained from the College during office hours by phoning: 8364 8200 or email: [facilityhire@rostrevor.sa.edu.au](mailto:facilityhire@rostrevor.sa.edu.au)

**IT IS YOUR RESPONSIBILITY TO ENSURE YOUR GUESTS ARE INFORMED OF THESE CONDITIONS.**



## Costings

The cost of hiring the Chapel of St Joseph is as follows:

Item	Cost	Old Collegian Cost
Chapel of St Joseph	\$300	\$200
Bond	\$500	\$500
Extra 30 minutes	\$50	\$50

\*Please note, the hire of the Chapel is for one (1) hour only.

## Cancellations

If a hire booking is cancelled, a fee may be incurred depending on the length of notice given for the cancellation. The fee structure is as follows:

Length of Time	Cost
Less than 3 months	\$100
3-6 months	\$50
6-12 months	\$25
More than 12 months	Full Refund

## Payment Methods

Payment methods are as follows:

### Bank Transfer

Account Name: The Christian Bros Inc – Rostrevor College

BSB: 065 – 000

Acc Number: 11403148

Reference: e.g. HIRE SMITH 010116  
(HIRE SURNAME DATEOFHIRE)

If these details are not correctly included, the hire may not be confirmed.

### Cash

All cash payments are to be paid at Main Reception, Rostrevor College during business hours. To check open hours please head to our website ([www.rostrevor.sa.edu.au](http://www.rostrevor.sa.edu.au))

### Cheques

All cheque payments are to be made payable to Rostrevor College and handed to Main Reception, Rostrevor College. Rostrevor College will take no responsibility for cheques sent via registered mail.

### Credit Card

Credit card payments can be made Main Reception, Rostrevor College or over the phone. To make a payment over the phone please contact the College Reception, on (08) 8364 8200.



## COVID-19 INFORMATION

As of March 2020, the South Australian Government has put into effect an Emergency Declaration to help contain the spread of COVID-19.

In response to this the College must advise the following:

- Limit to number of guests/users in line with government requirements
- COVID Marshal as required by the South Australian Government.
- Social distancing to be adhered to, with 1.5 meters between each person, unless from the same residence. It is strongly encouraged that greetings are non-contact.
- QR check in or manual attendance registered to be completed and returned to the College for safekeeping and subsequent destruction after 28 days, as required by SA Health.

To assist the with COVID Safe Plans facility sizes and maximum occupancy in line with the relevant guidelines, at the date of the event, are as follows:

Facility	Area (m <sup>2</sup> )
Rostrevor College Chapel	161

More information is available from the following websites:

<https://www.covid-19.sa.gov.au/restrictions-and-responsibilities/events,-activities-and-gatherings>

<https://www.covid-19.sa.gov.au/business-and-work/covid-marshals>

If you are unsure about your responsibilities, please seek advice from SA COVID-19 Information Line 1800 253 787 or via the website:

<https://www.covid-19.sa.gov.au/restrictions-and-responsibilities/events,-activities-and-gatherings>