

# WEDDINGS AT XAVIER COLLEGE

SENIOR CAMPUS MEMORIAL CHAPEL  
135 Barkers Road, Kew

BURKE HALL CAMPUS CHAPEL  
2 Nolan Avenue, Kew

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## Fees, Documentation Requirements for Weddings, Music, Decorations and Photographs

### Fees for Use

A tentative booking is taken by telephone or email and held for one month. This booking is confirmed by paying a fee of \$1,000 (**which, however, in the case of Old Xaverians is subject to a further discount**) plus a bond of \$500. Please note that your offering for your priest is not included in the fees. The bond is fully refundable provided that the wedding starts on time, the Chapel and the College grounds are left in their original condition and other protocols are observed – e.g. the throwing of confetti, rice or petals is not permitted. Please note that alcohol is not permitted on the College grounds and the College is a totally smoke-free property.

Bridal parties are welcome to inspect our Chapels prior to their wedding. In the case of the Senior Campus Chapel, please contact the Xavier College Memorial Chapel Coordinator, Murray McInerney, on **9854 5485** or **0400 533 614** or [Murray.McInerney@xavier.vic.edu.au](mailto:Murray.McInerney@xavier.vic.edu.au) to arrange an inspection.

For inspections of the Burke Hall Chapel, please contact Mrs Anne Slingo by email, [Anne.Slingo@xavier.vic.edu.au](mailto:Anne.Slingo@xavier.vic.edu.au)

### Documentation Requirements for Weddings

Your priest will guide you about the information and documents he requires. For example, Birth Certificates and Baptismal Certificates of both parties must be provided to him. A copy of your Baptismal Certificate may be obtained by contacting the parish where you were baptised. Birth Certificates are obtained from:

Registry of Births, Deaths and Marriages  
595 Collins Street, Melbourne 3000  
Phone 1300 369 367

To get married in Victoria, you need to complete a “**Notice of Intended Marriage**” form (NOIM) and lodge it with the priest who will perform the wedding. You must lodge the NOIM at least one month before your chosen wedding date, but no more than 18 months before. You can download the form from the Birth, Deaths and Marriages website.

Your priest, as a registered Marriage Celebrant, has obligations to lodge a number of official Church and Australian Government documentation associated with your marriage.

### Music

We can recommend an experienced organist to play for your wedding. We can also put you in contact with other musicians, sopranos, tenors, boys’ choirs, duets, instrumentalists and string quartets. A CD/iPod sound system is available and music can also be played from your mobile phone or laptop. The chapel has an organ and grand piano.

## Decorations and Photographs

At the Senior Campus Chapel, bows are available for use in the Chapel pews if so desired. It is the responsibility of users to arrange them an hour before the wedding and return the bows to storage immediately afterwards. Please discuss their use with the Chapel Coordinator.

The provision of flowers in the Chapel is the responsibility of the individual user. Vases and urns are available (although florists will usually supply their own as part of their floral arrangement). The sharing of flowers with other bridal parties is encouraged when there is more than one wedding on the same weekend.

Photographs may be taken in the Chapel and College grounds. The use of a flash and video camera is permissible. Under no circumstances are photographs of the Chapel to be used for advertising purposes.

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Thank you for your enquiry. If you choose to use the Chapel for your wedding, we will do everything we can to make this occasion a happy and memorable one for you.

For further information regarding the Senior Campus Chapel, please contact Murray McInerney on 9854 5485 or 0400 533 614 or email [Murray.McInerney@xavier.vic.edu.au](mailto:Murray.McInerney@xavier.vic.edu.au)

For further information regarding the Burke Hall Campus Chapel, please contact Mrs Anne Slingo by email, [Anne.Slingo@xavier.vic.edu.au](mailto:Anne.Slingo@xavier.vic.edu.au)