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Booking a wedding
at The Geelong College



The Geelong College
can provide the perfect backdrop
for your special day.

The first-class facilities and magnificent grounds of The Geelong College are a wonderful location for your wedding ceremony, reception or wedding portraits.

Weddings: The Chapel, Cloisters and Dining Hall are available for use by members of the College community only, and all weddings must be officiated by our College Chaplain or, with special permission, another Ordained Minister.

Wedding portraits: The Cloisters and Senior School grounds are available to College community members and the general public for wedding portraits.

This booklet contains everything you need to know about organising a wedding at The Geelong College, as well as an application form to lodge your request. Please complete this form and email the Facilities Coordinator at facilities@geelongcollege.vic.edu.au or call (03) 5226 3777.

Venues



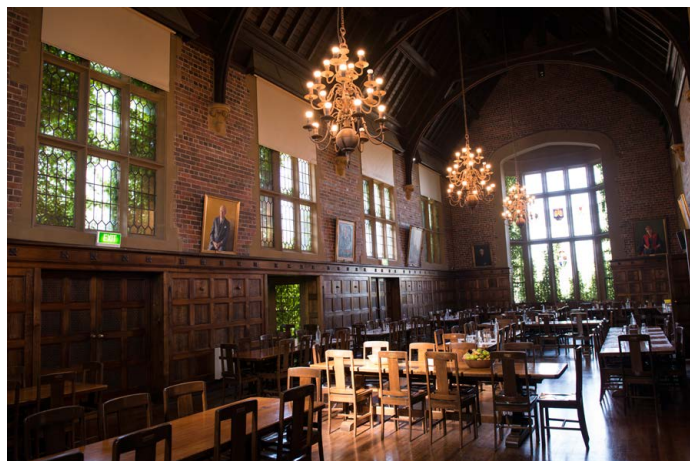
Boatshed

105 standing
\$200 fee for use of Boatshed



Chapel

220 seated
\$275 fee for use of Chapel
\$150 fee for College Organist (optional)



Cloisters

224 seated, 300 standing
\$275 fee for use of Cloisters

Should the Chapel be held tentatively due to possible inclement weather, an additional \$275 will be charged. If the Chapel is then not required on the day, 50% of the payment of \$275 will be returned to the hirer after the event.

Ceremonies must be officiated by an Ordained Minister. Celebrants are not permitted.

If an event company is to be contracted for decoration purposes, a request must be sent to facilities@geelongcollege.vic.edu.au.

Dining Hall

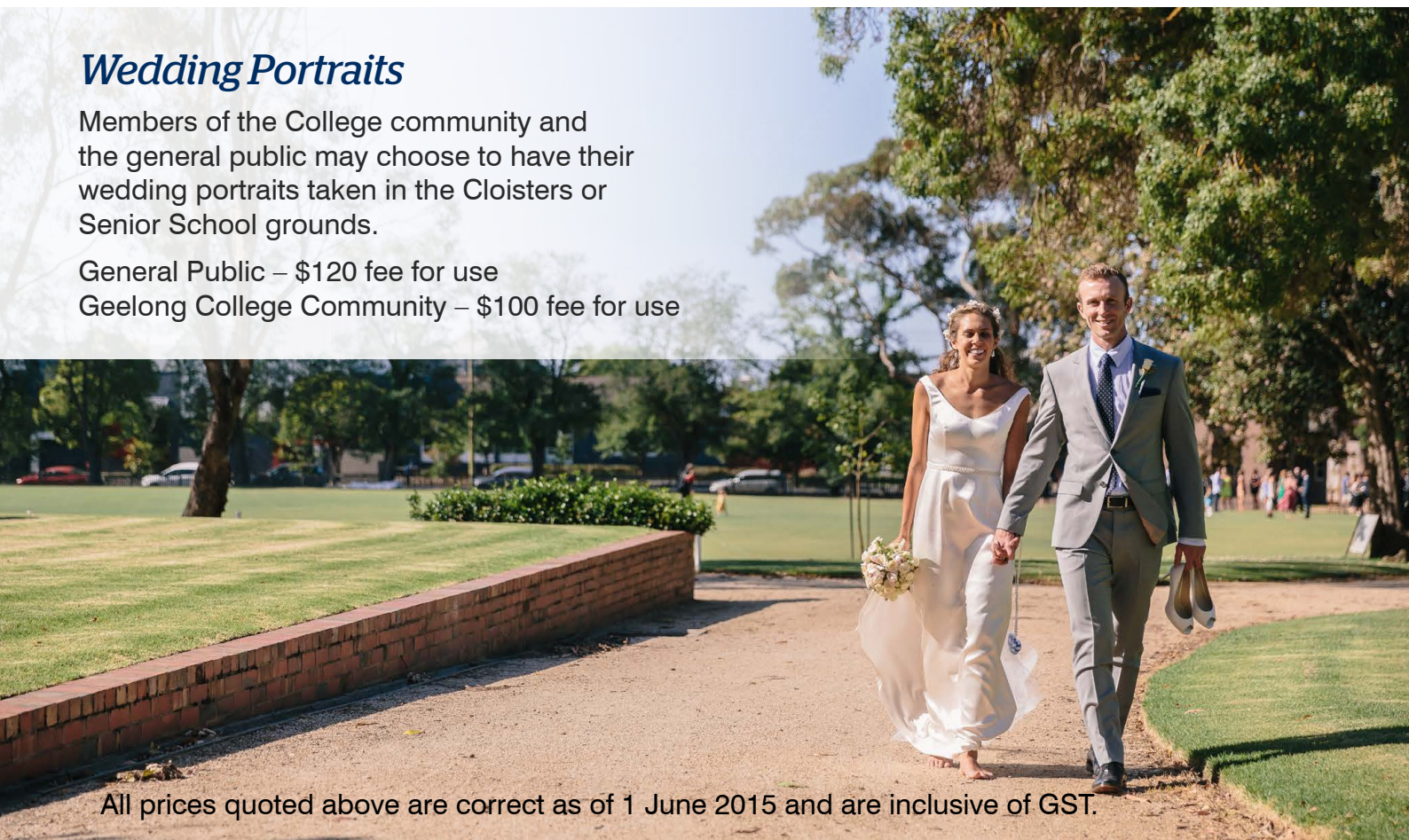
194 seated, 300 standing
\$400 fee for room hire – includes use of kitchen

Catering to be arranged directly with the Catering Manager via Reception on (03) 5226 3111. Additional costs for hire of crockery, cutlery etc. All breakages will be charged to the hirer. Public Liability Certificate is required. The use of external caterers is permissible provided approval has been granted by the Business Manager and the College caterers have been given the opportunity to provide catering and have either declined or been unable to fulfil the request. If you wish to use your own caterer, a request must be sent to the College in writing to facilities@geelongcollege.vic.edu.au.

Wedding Portraits

Members of the College community and the general public may choose to have their wedding portraits taken in the Cloisters or Senior School grounds.

General Public – \$120 fee for use
Geelong College Community – \$100 fee for use



Conditions, guidelines and procedure

Booking: All enquiries should be directed to the Facilities Coordinator at the College on (03) 5226 3777 or email facilities@geelongcollege.vic.edu.au. The Chapel, Cloisters and Dining Hall are available for the celebration of marriages of members of The Geelong College community, including current and former students, staff and parents, as well as members of the school community of the former Morongo Girls' College. Other individuals may be given permission to use the Chapel, Cloisters and Dining Hall at the discretion of the Principal.

To confirm your booking date and time, please forward full payment to the College with the attached Application Form (see payment details below). Tentative dates cannot be held without payment. Should the Chapel be held tentatively, due to the possibility of inclement weather, an additional fee of \$275.00 will be required. If the Chapel is then not required on the day, 50% of this \$275.00 will be returned to the hirer after the event.

Minister: It is the preference of The Geelong College for the College Chaplain to arrange and conduct all weddings; however permission may be given for an external Chaplain or Minister to lead a service if that individual is an Ordained Minister of Religion.

Rehearsals: Bookings for rehearsals must be made well in advance so arrangements can be made for the Caretaker to lock and unlock the facilities.

Music Requirements: Please confirm if you would like to use the Chapel Organ and require the contact details for the Organist. Couples are also welcome to use their own musicians, or make use of the available onsite audio visual equipment.

Flowers: Two pedestals are available for floral decorations. Access to the Chapel to arrange flowers etc. may be organised by contacting the Facilities Coordinator between the hours of 9.30am and 3.00pm prior to the date of the wedding. If the wedding is to take place during school holidays, special arrangements regarding access to the Chapel are to be made prior to the commencement of school holidays.

Photographs: Photographs in the grounds are permitted at no charge for wedding ceremonies that take place in the Chapel. Photography and video recording within the Chapel during the service is restricted; arrangements should be discussed in advance with the Facilities Coordinator. The College grounds are available for photographs for the broader community for a fee of \$120.

Confetti: Confetti is not permitted within the grounds.

General Information:

- Cars and horse-drawn vehicles are not to enter the College grounds.
- Alcohol and food are not to be consumed within the College grounds, other than in the Dining Hall.
- Marriages will not be celebrated during school hours or before 12 noon on a Sunday.

Priority of Use: All facilities will be primarily used for College related activities during and after school hours.

Application: The attached Application Form is required to be completed, signed and returned via email to facilities@geelongcollege.vic.edu.au or sent to The Facilities Coordinator, Davey House, 150 Noble Street, Newtown 3220 to initiate the booking. Bookings will be accepted up to 12 months in advance.

Cancellation by The Geelong College: The College may cancel any booking when the facility is required for College functions or in the event of an unforeseeable circumstance. All fees will be refunded if this is the case. The College will make every reasonable effort to ensure that all booked weddings proceed as scheduled.

Cancellation by the hirer: The hirer may cancel a booking up to 28 days prior to the hire date without being charged a cancellation fee.

Hire fees and deposit: Once the Wedding Application Form is completed, fees can be paid by either contacting Accounts Receivable on (03) 5226 3103 (only Visa, MasterCard or Amex accepted) or by direct deposit. Confirmation of the booking cannot be made until the payment is made in full.

Direct Deposit details:

Name: The Geelong College

BSB: 083 655

Account number: 515 800 488

Reference: (please enter the name of the booking in this field)

Keys: Keys will not be handed to hirers in the majority of circumstances. The Caretaker will arrange for access to the facilities. The venue will be unlocked 15 minutes prior to booking time. Should you require earlier access, a request can be made upon booking.

Smoking: The Geelong College is a 'non-smoking' facility. Smoking is not permitted in any part of the school. The hirer must advise facility users about the No Smoking Policy.

Catering: All arrangements for catering need to be made in liaison with the Catering Manager at the College. The use of external caterers is permissible provided approval has been granted by the Business Manager and the College caterers have been given the opportunity to provide catering and have either declined or been unable to fulfil the request. No electrical, gas or other catering appliances may be brought on to the College property without permission.

Equipment and set up availability: The hire fee for the Dining Hall, Chapel and Cloisters includes the use of chairs, rectangular tables and kitchen facilities. If further equipment is needed, outside of the College allocation, this must be hired at the hirer's expense. All hired equipment delivery and removal is the sole responsibility of the hirer. No candles are to be used in any of the school facilities, except under the direct supervision of the responsible staff. Set up fees, if required, will be charged on application.

Cleaning: The College cleaning department will clean the facility before and after use. The facility should be left in a tidy condition and all rubbish and waste matter should be placed in plastic bags within the garbage bins provided. If additional cleaning due to unsatisfactory cleanliness in the rooms is required, this will be charged to the hirer at \$30/hour.

Behaviour and damage to property: Any disorderly behaviour or damage to property is not permitted. The College reserves the right to remove such offenders and costs incurred in this process will be borne by the hirer. The hirer shall reimburse the College upon demand, all expenses incurred by the College for, or in connection with, any damage to the room and any loss or damage to property or equipment belonging to the College or any employee of the College.

Compliance with Law: No activity conducted using College facilities may contravene any laws and the hirer will accept full responsibility for their attendees' actions. In the case of a music performance with a wedding, the hirer shall not produce any dramatic or musical work in infringement of the copyright or performing right of any owner of such a right or rights, and the hirer agrees to indemnify the College against any claim for breach of copyright or any action therewith. The College does not hold a licence from the Australian Performing Rights Association or perform copyright music in the facility. The association may be contacted on (03) 9426 5200.

Injury: Use of the College's facilities is permitted entirely at the hirer's risk, and the College accepts no responsibility for personal injury to any user or for consequential loss whatsoever and howsoever caused.

Liabilities and Insurances: Bookings for ceremonies in the Chapel or portraits in the Senior School grounds do not require public liability insurance, however, hirers using either or both the Cloisters (for a ceremony) and the Dining Hall are required to adhere to the following:

- The hirer hereby agrees to indemnify The Geelong College to the extent that such policies are affected through any such act of commission or omission.
- The hirer shall indemnify and keep indemnified The Geelong College from and against all claim, demands, writs, summonses, actions, suits, proceeds, judgements, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which The Geelong College may suffer or incur in connection with loss of life, personal injury and/or damage to property of any person using or entering on or near any entrance, passage or part of the facility or occasioned wholly or in part by the act, neglect default or omission by the hirer, their agents, servants, or invitees or any person or persons using or upon the premises with their consent or approval expressed or implicit.
- The Geelong College shall not be held responsible for any damage or loss of any property whatsoever placed in the facility of the hirer, nor for any loss occasioned through accident or failure of the electrical or other plant through unavoidable cause.
- The Geelong College must be provided with a minimum of \$10,000,000 Public Liability Insurance Cover. A Certificate of Currency must be forwarded with the application at least 14 days prior to the event. It is the responsibility of the hirer to arrange Public Liability Insurance Cover for the duration of the function.

Privacy: The College collects information for the purpose of registering the booking. The information collected will only be used to communicate with the applicant for hire or for regulatory, safety or other lawful purposes. Failure to provide this personal information may result in the application not being processed.

Goods and Services Tax: All fees and charges imposed by the College will be subject to GST. Unless otherwise stated, fees and charges will be inclusive of GST.

Enquiries and applications to:

Business Management Office
Facilities Coordinator
The Geelong College
PO Box 5
GEELONG VIC 3220

Ph: (03) 5226 3777

E: facilities@geelongcollege.vic.edu.au

DECLARATION

I have read the Conditions and Guidelines for Hire of College Facilities and confirm that I accept all responsibilities as outlined.

Name: _____

Signed: _____ **Date:** _____

APPLICATION FORM

Names of couple: _____ and _____

Connection to College: _____ Year attended: _____

Postal Address: _____

Email: _____

Phone: (Mob) _____ (Work) _____

Date required: _____

Time of event: _____ (Office use only. From: _____ To: _____)

Minister: College Chaplain Own Minister

Special requests: _____

FACILITIES REQUIRED (PLEASE TICK)

COST

<input type="checkbox"/>	Service in Chapel (College Community Members)	\$275
<input type="checkbox"/>	Service in Cloisters (College Community Members)	\$275
<input type="checkbox"/>	Wedding Portraits Senior School Grounds/Cloisters (General Public)	\$120
<input type="checkbox"/>	Wedding Portraits Senior School Grounds/Cloisters (College Community)	\$100
<input type="checkbox"/>	College Organist	\$150
<input type="checkbox"/>	Dining Hall (Public Liability Insurance required)	\$400

The Principal reserves the right to reject any application that is inconsistent with the ethos of the College or may pose a significant risk to the facilities and equipment of the College.

DECLARATION

I have read the conditions and guidelines for the Hire of College facilities and confirm that I accept the responsibilities as outlined. It is the expectation that I must leave the facility in a tidy state and that the facilities are not damaged.

Name: _____

Signed: _____ Date: _____

Completed application forms are to be forwarded to the Facilities Coordinator, together with a copy of the hirer's Public Liability Insurance Cover. Full payment for all hire agreements is required before booking is confirmed.

Enquiries and applications to:

Business Management Office

Facilities Coordinator

The Geelong College

PO Box 5

GEELONG VIC 3220

Ph: (03) 5226 3777

E: facilities@geelongcollege.vic.edu.au

OFFICE USE ONLY

Booked: Yes / No Date Confirmed: Yes / No Date: _____ Receipt No: _____

Bal to be paid: _____ To be paid by: _____

Approved by: Name: _____ Date: _____

Signature: _____