



## CHAPEL

45 Cheltenham Street, Highgate, 5063  
Telephone 08 8272 0444

# ***Regulations for the Hire of the Concordia College Chapel for Weddings***

## **The Chapel**

The Chapel is dedicated to the worship of God. The purpose for which it is used therefore must have respect for the dignity and uniqueness of the Chapel as a worship centre of the Lutheran Church. All wedding ceremonies in the chapel not performed by pastors of the Lutheran Church must be a Christian ceremony. Objects on the altar [cross, bible, etc] may not be removed. The baptismal font may be moved but not removed from the area.

## **Availability of the Chapel**

College usage of the Chapel will take precedence over outside functions. For this reason, the Chapel may not be available for hire on school days and at other times.

## **Application for Hire**

All hire enquiries are to be made with the College during normal business hours, currently these are, 9.00am to 4.30pm Monday to Friday.

Applications for hire should be made on the attached form, or obtainable from the College.

The application form must contain names and addresses of the officiating Minister, the Organist and the person responsible for the payment of hire charges.

## **Officiating Ministers and Organists**

Remuneration of the officiating Minister and Organist will be the responsibility of the hirer.

## **Decorations and Equipment**

The use of decorations and any other equipment not provided by the College, and the subsequent removal thereof, is the responsibility of the hirer. Decorations are not to be attached to any paintwork in the chapel or foyer areas by tape of any kind. The College's Occupational, Health and Safety policies prohibit users to move the front row of seats from the performance space area. The Chapel must be left in the way in which it was found, particularly sound equipment (microphones etc).

**Please note that a Christmas Tree may be in the chapel should your wedding occur during the Christmas period (mid-December to early-January). Please enquire for the dates.**

## **Use of Confetti and Rice, Food and Drink**

The use of confetti and rice is strictly banned both within the Chapel and within the grounds of the College. Rose petals may be used within the grounds only and not within the Chapel.

Food and drink may be consumed in the foyer but are not to be taken into or consumed in the Chapel.

## **Access to Chapel and Grounds**

Inspections of the Chapel and associated facilities may be made by appointment with the College and carried out during normal business hours.

Access to the Chapel and grounds out of normal business hours, will only be available by arrangement in advance with the College.

The caretaker will be responsible for unlocking gates and doors prior to, and after, a function.

## Cleaning

Every effort should be made by the hirer to ensure that the Chapel building and adjacent grounds are kept free from litter as a result of the event and the caretaker assigned to the event will advise on where litter created through preparations for the event is to be deposited.

The College will arrange for general cleaning of all areas used to be carried out after an event. The hire fee will cover the cost of such cleaning.

The College reserves the right to charge a fee to cover additional cleaning costs, in the event that the College considers the Chapel is left in an untidy condition.

## Hire Fee

**The minimum hire fee is \$650.00 (plus GST) based on a 3 hour hire but may alter depending on the length of the function (refer to the *Caretaking Services* section). All hire fees are payable in advance and no later than two weeks prior to the event. A deposit of \$500.00 is required to confirm the booking. The deposit is not refundable.**

**Additional charges of \$200 per hour (excluding GST) will apply when facilities and/or services outside of those described are required (refer to *Caretaking Services* section).**

Where damage to property occurs, which is not covered by College insurance currently in force, the hirer will be liable for costs of repairs.

***This hire fee entitles the hirer to the following:***

### ***Facilities use***

Use of the Chapel, Chapel Foyer, Vestry, seating and associated furnishings and fittings where they stand.

Use of the toilets within the Chapel complex.

Use of the Car Park.

Use of the grounds and lawns adjacent to the Chapel building.

Note that smoking is not allowed in the school grounds.

### ***Caretaking Services***

**Prior to the day of the event, the hire fee allows for caretaking services outside of normal business hours for a rehearsal (not exceeding 1 hour).**

**On the day of the event, at an agreed time but no earlier than one hour before its commencement, the hire fee allows for the opening of gates and doors for access; and not later than one hour after the conclusion of the ceremony (ceremony of 1 hour maximum), the closing of doors and gates. Any other arrangements must be negotiated with the College.**

**Additional charges of \$200 per hour (excluding GST) will apply for additional services outside those described above.**

Basic use of microphones/sound equipment and lights (refer *Equipment Requirements* form), and provision of College personnel to operate such is included in the hire fee. Extra media services and hire of equipment to be negotiated with the College at an additional cost.

### ***Cleaning Services***

Waste rubbish bins will be made available to the hirer for the disposal by the hirer of any waste created by an event.

## WHS

The College has Work Health and Safety policies and procedures designed to provide a healthy and safe environment for visitors, students and staff. To provide a safe environment it is essential the hirer follows all procedures issued by and requests from College staff. A copy of the College Occupational Health and Safety policies is available on request. Smoking is not permitted in the chapel and not permitted in the grounds during school hours.



45 Cheltenham Street, HIGHGATE, 5063  
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## ***Application for the Hire of the Concordia College Chapel for a Wedding***

NAME OF HIRER \_\_\_\_\_

NAMES OF COUPLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ POSTCODE \_\_\_\_\_

TELEPHONE HOME \_\_\_\_\_ WORK \_\_\_\_\_

MOBILE \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME \_\_\_\_\_

OFFICIATING MINISTER Rev. \_\_\_\_\_

Telephone \_\_\_\_\_

DENOMINATION/CHURCH \_\_\_\_\_

### **Acknowledgment of Hire Regulations**

I have read and accept the regulations pertaining to the hire of the Concordia College Chapel and hereby apply for its hire on the date and for the purpose outlined above.

I enclose the **non-refundable deposit** of **\$500.00** in confirmation of this booking and will forward the balance of the hire fee no later than 2 weeks prior to the event. (\$\_\_\_\_\_)

**PLEASE RETURN THIS FORM WITH THE DEPOSIT TO CONFIRM YOUR BOOKING**

Date     /     / 20

Signature \_\_\_\_\_



Please complete this form and forward it to Facilities Hire, Concordia College, 24 Winchester Street, Highgate 5063 or Email [facilities@concordia.sa.edu.au](mailto:facilities@concordia.sa.edu.au) (phone 8272 0444) at least four weeks prior to the event.

NAME: \_\_\_\_\_ Date of Wedding \_\_\_\_\_

**GENERAL INFORMATION REQUIRED**

Rehearsal date and time (Hire fee includes a maximum of 1 hour for a rehearsal)	<b>PLEASE RING/EMAIL TO MAKE A TIME</b>
Time of Wedding	
Expected number in the wedding party	
Expected number of people attending	
Opening time required for Chapel and College grounds on the day of wedding.	
Details of times required for access to College grounds for photos before and after ceremony [if applicable].	
Is the kitchen and foyer required either prior to or following the ceremony for serving of drinks and/or food? If so, please state times required.	
Are preparation, practice or dressing room facilities required? If so, please state times required.	
<b>PLEASE NOTE - Hire fee allows for Chapel and grounds to be opened one hour prior to, and closed one hour following the ceremony. USE OF FACILITIES OUTSIDE THE SPECIFIED TIMES WILL BE CHARGED AT \$200 PER HOUR (excluding GST).</b>	

**EQUIPMENT REQUIREMENTS**

<b>The COLLEGE will provide personnel to operate/monitor microphones and basic sound equipment as listed below</b>	
<b>BASIC SOUND EQUIPMENT INCLUDED IN HIRE FEE</b>	<b>Tick if required and indicate number required (if applicable)</b>
Radio Microphone – Lapel (1)	
Radio Microphone – Handheld (1)	
Microphones for singers/musicians (maximum of 3) Please indicate number of musicians/singers	
Data Projector	
For other media services/equipment – (please negotiate with Sandra Hein) *Note – additional charges may apply	
<b>Other Equipment available for use and included in hire free</b>	
Pipe Organ	
Grand Piano	
Music Stands (maximum 5)	
Drum Kit	
Lectern with microphone	
Overhead Screen	
Flower Pedestals	
Tables (please bring your own tablecloth for the table to sign Marriage Register)	
Other requirements (please negotiate with Sandra Hein)	

**Please note the following:**

- Access times to be accurately stated
- Any items (e.g. tables or pews) moved need to be returned prior to vacating the premises
- Access is only to the chapel area (unless approval is given)
- Should access be granted to other areas for the purposes of practising, dressing room etc., it is the hirer’s responsibility to ensure that musical and other equipment is not played, damaged or moved.

**THIS FORM IS PART OF THE REGULATIONS FOR THE HIRE OF THE CONCORDIA COLLEGE CHAPEL**



## WHS INDUCTION HIRE OF FACILITIES - AFTER HOURS

### Evacuation

Should a continuous alarm sound or there is a need to evacuate all attendees must evacuate the building according to the Evacuation Plan displayed in each area and assemble in the Winchester Street or Chapel carpark, depending on the facility being used.

### First Aid

First Aid kits are available in the College and are listed on the Evacuation Plan.

### Fire Roll

It is highly recommended that a roll-call sheet of all participants/attendees be created. Everyone signs in on these sheets when entering the session, and signs out if they leave early. All fire rolls are kept with the facilitator. In the event of an evacuation, the fire roll will be collected and names of every person will be marked off by the facilitator.

### Hazards and Incidents

Any hazards, incidents or accidents must be reported to the facilitator who will then instigate standard safety procedures and may report it to the Work Health Safety Officer at Concordia College.

### Electrical Equipment

Please ensure that any electrical equipment brought into Concordia College is visually inspected prior to use and is in good working condition.

### Smoking/Alcohol

The College is designated smoke-free zone.  
No alcohol is allowed on the premises without authorisation.

### Security

Do not leave personal items unattended. If leaving a session after dark, consider the personal safety of yourself and others.

### Facilitator's Responsibility

I understand the information above and have sought clarification of any item/s that were unclear. I undertake to impart this information to all participants of the meeting/gathering.

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*Print Name*

*Signature*

*Date*

Organisation \_\_\_\_\_

*A copy of this signed form is to be forwarded to the Facility Hire Coordinator.*

*E: [facilities@concordia.sa.edu.au](mailto:facilities@concordia.sa.edu.au)*

### EMERGENCY NUMBERS

Mr Mick Hoopmann [Director of Business Operations] 0422 331 299

EMERGENCY (Police, Fire, Ambulance) **000**

Police Assistance **131 444**