

# ALUMNI WEDDING AND BAPTISM CEREMONY GUIDELINES



METHODIST  
LADIES'  
COLLEGE

## COLLEGE CHAPEL

Collegians are warmly invited to hold wedding or baptism ceremonies in the MLC Chapel.

In the life of the Methodist and the Uniting Church, this is a place of tradition, sacredness and celebration and, therefore, is more than a venue for hire.

Our Chapel's rich history began in 1918 and when it was built as the Assembly Hall of the College. It was officially named the Chapel in 1967 and the first wedding at the College took place in the same year.

MLC Chaplain, Reverend Hollis Wilson has officiated a number of weddings for Collegians and others for more than 20 years. Rev. Wilson is more than happy to discuss your ceremony plans with you to ensure the event is as personal and meaningful as possible.

Should you already have an established relationship with another ordained minister, she/he may officiate your wedding, provided Rev. Wilson is consulted for approval. In most cases and at Rev. Wilson's discretion, he will request that he participates in the service.

If you would like Rev. Wilson to officiate your ceremony, there will be a charge of \$200.

## GARDEN OF PRAISE

The Garden of Praise was completed in 2011 and is a place of peace and beauty, utilised by not only our students but our entire Community. The area is suitable for an intimate wedding ceremony; it features a small tiered grassed area and archway that overlooks the picturesque Swan River.

## AVAILABILITY

The Chapel and Garden of Praise will generally be available on days during the school holidays and on weekends.

The College constructs a yearly calendar of the following year every September. We can tentatively book the venue for your ceremony date prior to this point but will provide a final confirmation upon finalisation of the College Calendar.

We ask you to be mindful that our Chapel is used for a variety of school purposes and while we do make a special effort to accommodate our Collegians, College activities may take precedence.

Please contact the College to determine the availability of the Chapel and/or Rev. Wilson on your requested date.

## CHAPEL CAPACITY

132 people

## FACILITY COORDINATOR

A College Facility Coordinator is required to be on site from the time that you wish to arrive for your ceremony set-up until the time the last person departs from your ceremony.

The charge for this staff member is a flat rate of \$196 for a Saturday ceremony or \$224 for a Sunday ceremony.

On the day this person will;

- familiarise your set-up staff and/or family members with the ceremony space
- identify the bathroom location
- unlock and switch off alarms to the appropriate areas and lock up behind you.

## **NO SMOKING**

Smoking is not permitted on the school grounds.

## **PAYMENT**

If the venue is available on your chosen date, your booking will be secured following receipt of full payment for the Facility Coordinator when returning your Ceremony Application Form.

## **SOUND SYSTEM**

A sound system is available for you to use to amplify voices if necessary.

## **FURNITURE**

The Chapel's furniture cannot be removed though the items on the stage may be rearranged slightly to suit your ceremony. Please discuss your requirements with the College.

## **FLOWERS AND DECORATIONS**

If you would like to use flowers or decorations to adorn the space or the aisle, you are more than welcome to, though be aware that the area must be left as it was found prior to the wedding.

The use of paper confetti, rice and bubbles etc. is not permitted in the Chapel or on the school grounds.

## **ENTRY POINTS**

If your ceremony is to take place in the Chapel, your guests' entry point will be the Main Reception of the Centenary Building.

If you are choosing to hold your ceremony in the Garden of Praise, your access point will be through the garden to the river front.

## **WHEELCHAIR ACCESS**

There is wheelchair access to the Chapel via an alternative entry door to the Centenary Building. If you require wheelchair access, please make us aware prior to the ceremony so we can organise for the door to be opened.

There is limited wheelchair access to the Garden of Praise as the main access point is through the garden area. Access can be discussed upon your visit.

## **PARKING**

There is ample parking available in the Hadley Hall car park and Meredith Taylor Health and Sports Centre car park.

If you would like access to the Visitor's Parking outside of the Main Centenary Building, please advise the College and this may be able to be arranged. We cannot ensure that this car park will be clear as the Boarders' vehicles are often stationed in this area.

## **LIMOUSINE ACCESS**

If guests are arriving by limousine to your ceremony, please be mindful that there is no room for the limousine to turn around and they will have to reverse back down the MLC driveway.

## **BATHROOMS**

The bathroom location for Chapel weddings is at the end of the Centenary Building hallway.

Bathrooms available for ceremonies in the Garden of Praise are located within the Middle Years' Building on the Year 7 and 8 levels. There is a female and male staff toilet available.

## **BOARDING HOUSE**

There is a viewing platform that overlooks the Chapel from the Boarding House hallway. The Boarding House is home to around 80 girls who will of course be notified that your ceremony is taking place and will be respectful of the service. This area is however their home so we are unable to ban them from walking past the viewing platform.

## **MUSIC**

The Chapel contains a grand piano which can be used for your ceremony and a stage area that can be utilised for musical performances. We have a number of Collegian musicians and staff members on our directory as well as a student quartet - Allegri.

## **ALLEGRI STRING QUARTET**

This gifted group of MLC music students perform at many MLC and external events and may be available to perform before, after or as part of a special ceremony. The quartet charges \$280 for the first hour and \$80 per half hour following.

If you would like to approach Allegri or a Collegian to perform at your ceremony, please contact the College.

## **CONTACT DETAILS**

All enquiries regarding wedding or baptism ceremonies at MLC should be directed to:

MLC Alumni and Communications Coordinator Tamara Kilian on 08 9383 8851 or [tkilian@mlc.wa.edu.au](mailto:tkilian@mlc.wa.edu.au)

Rev Hollis Wilson: 0401 182 933, 08 9383 0212 or [hwilson@mlc.wa.edu.au](mailto:hwilson@mlc.wa.edu.au)

# CEREMONY APPLICATION FORM



METHODIST  
LADIES'  
COLLEGE

## PART ONE: CONTACT DETAILS

### **BRIDE**

Name \_\_\_\_\_

Peer Year \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address: \_\_\_\_\_

### **GROOM**

Name \_\_\_\_\_

Peer Year \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

## POINT OF CONTACT

Please provide a contact person for all ceremony enquiries. BRIDE /GROOM /OTHER

If the point of contact is not the bride or groom, please provide their contact details below.

Name \_\_\_\_\_

Relationship to the Bride or Groom \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

## PART TWO: CEREMONY DATE AND LOCATION

We request the following for our ceremony:

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Confirmation of your booking will occur following payment and finalisation of the College Calendar for that year.

Will members of your party be arriving prior to your ceremony to decorate the space?  No  Yes

Will you require a ceremony rehearsal?  No  Yes

If yes, what will the time of arrival be? \_\_\_\_\_

\_\_\_\_\_

### **PART THREE: CEREMONY OFFICIATOR**

Will Rev. Hollis Wilson be officiating your ceremony?  No  Yes

If no, who will be conducting your ceremony? \_\_\_\_\_

\_\_\_\_\_

### **PART FOUR: CEREMONY DETAILS AND REQUIREMENTS**

Number of ceremony attendees \_\_\_\_\_

Will you require a sound system?  No  Yes

Do you require a rearrangement of the stage layout? Please specify \_\_\_\_\_

\_\_\_\_\_

Will your guests require Wheelchair access?  No  Yes

### **PART FIVE: AGREEMENT**

We declare that the information provided is true and correct.

We have read and understood the above information and agree to abide by the ceremony guidelines.

Bride's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Groom's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### **PART SIX: METHOD OF PAYMENT**

Cost of Facilities Coordinator (please circle correct amount): Saturday: \$196.00 Sunday: \$224.00

Cash  Cheque (made payable to Methodist Ladies' College)

Credit Card - a 1 per cent surcharge will apply  MasterCard  Visa

Card Number

Expiry date   /

Name of Card Holder \_\_\_\_\_

Signature \_\_\_\_\_

If Reverend Wilson will be officiating your ceremony, please make the \$200 payment for his services directly to him on the day of your rehearsal, or at a time arranged with him.