Loreto Normanhurst

LN

Booking a Wedding

at the Loreto Normanhurst Chapel

Loreto Normanhurst Chapel
can provide the perfect background
for your special day

Loreto Normanhurst alumnae
are welcome to book the Chapel for their wedding.

The Chapel, built in 1953, is a beautiful, and
sacred place treasured by the School community.
The Chapel was refurbished in 2017 to maintain and
preserve the historic beauty of the space.

Surrounded by heritage buildings and magnificent
gardens, the Chapel is a very special venue for
a memorable wedding ceremony.

To enquire about availability please telephone the
Community Relations and Event Manager
on (02) 9473 7300
or email events@loretonh.nsw.edu.au

Capacity

The Chapel seats up to 300 seated on 40 pews, with a seating area of 172 sqm.

Site visit

We encourage you to arrange a site visit through our Head of Community Relations prior to finalising your booking. Closer to your event, florists, photographers and musicians are welcome at a mutally convenient time.

Rehearsals

Rehearsals are to take place between 3.30pm - 5.00pm on weekdays during the school term and between 09.00am - 05.00pm in school holidays at a mutually agreeable time. Rehearsals in school holidays must be between 09.00am and 5.00pm on weekdays.

Bookings and Cost

All enquiries should be directed to the Head of Community Relations at the School. Bookings will be accepted up to 12 months in advance and the School reserves the right to refuse any bookings including dates which conflict with our event schedule during the course of the year .

Please discuss dates with the Manager for availability, thereafter please complete the Booking Form and return with the confirmation of your payment to ensure the booking.

Once a suitable date has been decided, full payment of $1,000 together with the Wedding Application Form is required to confirm your booking. Should cancellation occur, your booking fee will usually be refunded in full.

Your wedding offering is donated by the School to the Loreto Normanhurst Bursary Fund. The Bursary Fund has been established to assist families with the opportunity to access a Loreto education.

Enquiries and Applications:

Head of Community Relations

Loreto Normanhurst

91-93 Pennant Hills Road

NORMANHURST NSW 2076

Tel: (02) 9473 7300 E: events@loretonh.nsw.edu.au

Conditions, Guidelines *& Procedures*

The Loreto Normanhurst Chapel is available for the celebration of marriages for the Loreto Normanhurst community. The following Guidelines, Terms & Conditions will give you all the information you need to book the Loreto Normanhurst Chapel for your wedding.

Catholic

The Loreto Normanhurst Chapel is a Catholic Church and therefore there are certain canonical requirements for your wedding that must be fulfilled. It is your responsibility to organise a Priest to officiate and that the necessary paperwork is provided as requested. Staff at the Hornsby Cathedral Parish will be happy to assist you with this. The Community Engagement Team will forward the completed paperwork after your wedding to the Parish and retain copies for the School Archives.

Grounds

Confetti including paper, rice or rose petals are not permitted on School grounds. Helium balloon releases and post-ceremony food and drinks are also not permitted. Smoking is not permitted in any area of the School and the Hirer must advise their guests of the School's no smoking policy. Hirers are responsible for any damage to property and are liable for damages as a result of Hire. The Hirer and their guests are to note emergency exit points near the Chapel door entrance area and are to follow Staff instructions in the event of an incident.

Hire

The cost of hiring the Chapel is $1,000.00 including GST. The Chapel will be available for use for three hours surrounding the wedding service time (ie one hour prior to the service start time and two hours following the service commencement time). Weddings may not take place during school hours or on Sundays. It is important to note that Loreto Normanhurst sometimes carries out maintenance and construction during school holiday periods and there is the possibility that building equipment and/or materials could be located in close proximity to the Chapel.

Flowers

These are the responsibility of the wedding party and must be delivered on the Friday before the wedding or one hour prior to the commencement of the wedding. Further details can be discussed with the Community Relations and Events Manager.

Music

The music is the responsibility of the wedding party. We can offer audio facilities for live music and recorded music and the Audio Booking Form is required to assist in completing your requirements for your event. No access to the choir loft is allowed during term time. Please contact our Head of Community Relations for the booking form.

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