



GUIDELINES FOR WEDDINGS AT ST MARY'S CATHEDRAL

PRIEST OR DEACON CELEBRANT

Those from outside the Cathedral Parish are required to supply their own Catholic priest or deacon celebrant who must possess the appropriate ecclesiastical faculties. In this case, couples should first contact a priest or deacon of the Catholic parish in which one of them resides. The priest or deacon celebrant will guide them through the process of preparation and will be responsible for all the required Church and Government documentation.

The letter of Permission and/or Acceptance from the priest or deacon confirming his availability for the chosen date and time needs to be presented in order to secure the booking. Couples will need to give to the officiating priest or deacon at least six months notice of their wedding.

If you have difficulty finding a priest or deacon to celebrate your wedding, please contact the Cathedral office.

Documents needed for priest or deacon celebrant will include:

- Baptism Certificate (issued within a period of six months prior to the wedding).
- A full copy of Certificate of Birth or Passport, a current non-Australian Passport or Certificate of Birth will suffice for those born overseas (must be officially translated into English).
- Marriage declaration forms will be completed in consultation with the priest or deacon.

NUPTIAL MASS OR WEDDING CEREMONY

The form of the wedding ceremony will be decided in discussion with the celebrant. Since a wedding (Ceremony or Nuptial Mass) is the official liturgy of the Church, it must be in accord with official rites of the Catholic Church. Therefore the readings and prayers must be from the official liturgical books.

It is helpful for couples to have printed service booklets to encourage guests to participate in the service. You should be aware that printed material in the booklets should comply with copyright law.

PRE-MARRIAGE EDUCATION COURSES

These are recommended by both the Church and Government and should be discussed with your celebrant as soon as possible.

SPIRITUAL PREPARATION

Proper spiritual preparation for the Sacrament of Matrimony is important and your celebrant and/or local parish priest will assist you with this.

BOOKINGS FOR WEDDINGS

A proposed time and date should be checked with the Special Liturgies Officer at the Cathedral office on (02) 9220 0453 or email weddings@stmaryscathedral.org.au

A time and date for your wedding should be proposed in your email or phone enquiries and the Special Liturgies Officer will be in contact with you shortly after, to confirm availability and details.

The Cathedral or Cathedral Crypt are available for weddings on Saturdays at 2pm and 4pm, or on weekdays at 3pm. There are no weddings on Sundays or Public Holidays.

NOTE: Starting in 2018 and going forward, the Cathedral will not hold weddings at the Main Altar and Cathedral Crypt the entire season of Lent until after Easter.

A tentative booking can be made by completing the wedding application form then returning the original form with your priest acceptance form, local parish permission form (if you reside outside of the Cathedral boundary), full payment and signed original acceptance (page 11) of the Cathedral's wedding guidelines document. Booking requests will be reviewed and responded to in 14 business days from submission of all your documentation.

Simultaneous weddings may take place on the same day and time between different Cathedral locations (Main Altar and Crypt) but this is at the discretion and approval of the Dean at St Mary's Cathedral. Wedding bookings are applicable to the specified day, time and location as selected in your signed application form.

The Cathedral will remain open to worshipers and visitors during a wedding. People visiting the main Cathedral who are not guests of the wedding will be restricted by security to the rear of the Cathedral. Measures will be in place to minimise distractions.

SCHEDULE OF CHARGES

For a St Mary's Cathedral fee schedule, please call the Special Liturgies Officer on 02 9220 0453.

Please note the following:

- \$1580 will be retained if a booking is cancelled with less than 3 months notice.
- \$790 will be retained if a booking is cancelled with more than 3 months notice, but less than 6 months notice.
- \$540 will be retained if a booking is cancelled with more than 6 months notice, but less than 12 months notice.
- \$290 will be retained if a booking is cancelled with more than 12 months notice.

OFFERINGS FOR THE PRIEST or DEACON CELEBRANT

It is usual to make an offering to the priest or deacon who celebrates the wedding. Please note this offering is not included in the Cathedral wedding fee.

WEDDING REHEARSALS

Due to the nature of the Cathedral timetable, wedding rehearsals are scheduled for **Monday-Friday** afternoons between **2:30 and 4:30pm** pending calendar availability.

PARKING

Wedding vehicle drop off/pick up for the Main Altar is located on College Street and permitted within the Sydney council signage area. Wedding cars are only permitted to stay for the duration of your service.

Wedding vehicle drop off/pick up for the Cathedral Crypt is located on Cathedral Street.

There is no parking in the Cathedral grounds. Public Parking Stations are located at the southern end of the Cathedral, underneath the Cathedral Square and in the Domain.

CATHEDRAL REGULATIONS

Punctuality

It is necessary that the wedding commence at your allocated time, therefore it is not acceptable for the bridal party to be late.

Please arrive at the Cathedral at least **15 minutes before** your scheduled time of marriage to allow sufficient time for photographs and/or video.

Late arrival can cause serious inconvenience to your guests, the next wedding party and other scheduled Cathedral events. Late arrival may result in a shortened ceremony by your priest. If late arrival is 20 minutes after your scheduled wedding time, the Cathedral organist, musicians and/or bell ringers will leave the premises and NOT proceed accordingly.

Throwing of confetti

We regret that the use of confetti, rice, flower petals etc. is NOT permitted within St Mary's Cathedral or on the property.

Flowers and Pew Decorations

Only two floral displays are permitted before the Main Altar and/or removable pew decorations. Two floral displays are only permitted around the Altar for weddings in the Crypt.

Candles

Decorative candles other than marriage candles are not allowed in the Cathedral or Crypt. If you intend to have a marriage candle, a dish must be provided to prevent dripping of wax on the sanctuary floor and furnishings.

Doves

The release of doves after a Wedding Ceremony or Nuptial Mass is NOT permitted within St Mary's Cathedral or on the property. Release of doves should take place on the Sydney council grounds off of the Cathedral southern steps area.

Balloons

Balloons are NOT permitted within St Mary's Cathedral or on the property. The distribution and/or release of any balloons after a Wedding Ceremony or Nuptial Mass should take place on the Sydney Council grounds off of the Cathedral southern steps area.

External Musicians and/or Dancing

External musicians of any kind e.g. drummers, flutist, harpist, bagpipers etc. and/or dancing is NOT permitted within St Mary's Cathedral or on the property at any time.

Photography and Video

Photographers and video personnel are welcome in the Cathedral to record your ceremony provided they are discreet. Photography and videography is only allowed to be taken from specific areas in the Cathedral and NOT on the Main Altar and Sanctuary (**please see Cathedral map references on pages 9 and 10**).

Flash photography is NOT permitted during a ceremony. Please inform your wedding guests of this information prior, and give the photographer(s)/videographer(s) a copy of the recommended notes for photographs and video personnel. Any extra lighting (including flood lighting) is NOT permitted. Please be aware successful video in the Cathedral is difficult to achieve due to the changing light. Photographers and video personnel must consult with Cathedral staff prior to a wedding.

Drone Photography

In accordance with St Mary's Cathedral policy, the Cathedral does NOT approve the use of drones both inside the Cathedral AND the land and airspace surrounding the outside of the Cathedral (**Cathedral Property**) in circumstances where the drone is operated for the purpose of a wedding or for wedding photography or videography.

If a drone is found operating on Cathedral Property, St Mary's Cathedral may report it to the Civil Aviation Safety Authority.

MUSIC AT WEDDINGS

Bookings:

Music booking forms must be submitted no later than three months prior to your wedding date. Upon receipt of the booking form, couples will be issued an invoice which must be paid within 30 days. Failure to comply with these terms will result in the termination of your booking.

You must contact the Cathedral Music Administrator at (02) 9220 0481 or email music@stmaryscathedral.org.au to arrange music at your wedding and discuss any selections.

Both the Cathedral and the Crypt are large, resonant spaces. The Cathedral organs are uniquely designed to fill these spaces adequately and the Cathedral organists are professional musicians who are experts at providing appropriate liturgical music.

COUPLES ARE NOT PERMITTED TO BOOK OR SUPPLY THEIR OWN MUSICIANS IN ST MARY'S CATHEDRAL UNDER ANY CIRCUMSTANCES.

All music performed in the Cathedral must have been approved by the Music department. It must be liturgically appropriate and will be performed live. It is not permitted to play recorded music at the Cathedral. Only Cathedral organists may play the Cathedral organs.

Soloists and Choir:

The Music department can arrange a professional soloist to sing at your wedding. If this is your preference, please indicate this on your booking form.

Pending availability, a choir can also be booked to sing. Please note that the choir can accommodate only one wedding booking per day (the boy choristers are not available to sing at weddings). This is arranged on a first come, first served basis and will be confirmed once payment is received in full.

All cantors (including Eastern Rite liturgies e.g. Maronite, Melkite Catholic) must be booked through the Cathedral Music Administrator.

Please note for any music cancellations outside of one month from your wedding date, fifty percent of your fee will be retained. Any music bookings cancelled within one month of your wedding date will forfeit the entire fee.

CATHEDRAL BELLS

The Cathedral Bells are rung manually by a team of skilled men and women from the St Mary's Basilica Society of Change Ringers.

The bells are rung for 20 minutes prior to the scheduled start time of your Wedding Ceremony or Nuptial Mass AND 20 minutes afterwards. Please refer to the Fee Schedule for information on the number of bells to be rung. Please note that punctuality is crucial.

To book the Cathedral Bells, please complete and return the booking form (.pdf available for download on the Cathedral website) at least three months before the wedding date. Ringing for weddings in the Crypt may be arranged on a case by case basis.

Your booking will be confirmed by letter.

St. Mary's Cathedral Basilica Society of Change Ringers
C/- St Mary's Cathedral
St Mary's Road
Sydney NSW 2000
or phone Margaret Hill at 0401 209 521

Please note for Cathedral Bells cancellations, a week's notice from your scheduled wedding date must be provided otherwise \$100 will be retained of the fee. If the bridal party is 20 minutes late after their scheduled wedding time on the day, bell ringers will leave the Cathedral premises and your entire fee will be forfeited.

BELLS FEE SCHEDULE

8 Ringers:	\$500.00
10 Ringers:	\$600.00
12 Ringers:	\$700.00

An invoice and receipt will be issued for all costs relating to the wedding. Please be sure to include details of your wedding with the payment.

NOTES FOR PHOTOGRAPHERS AND VIDEO PERSONNEL

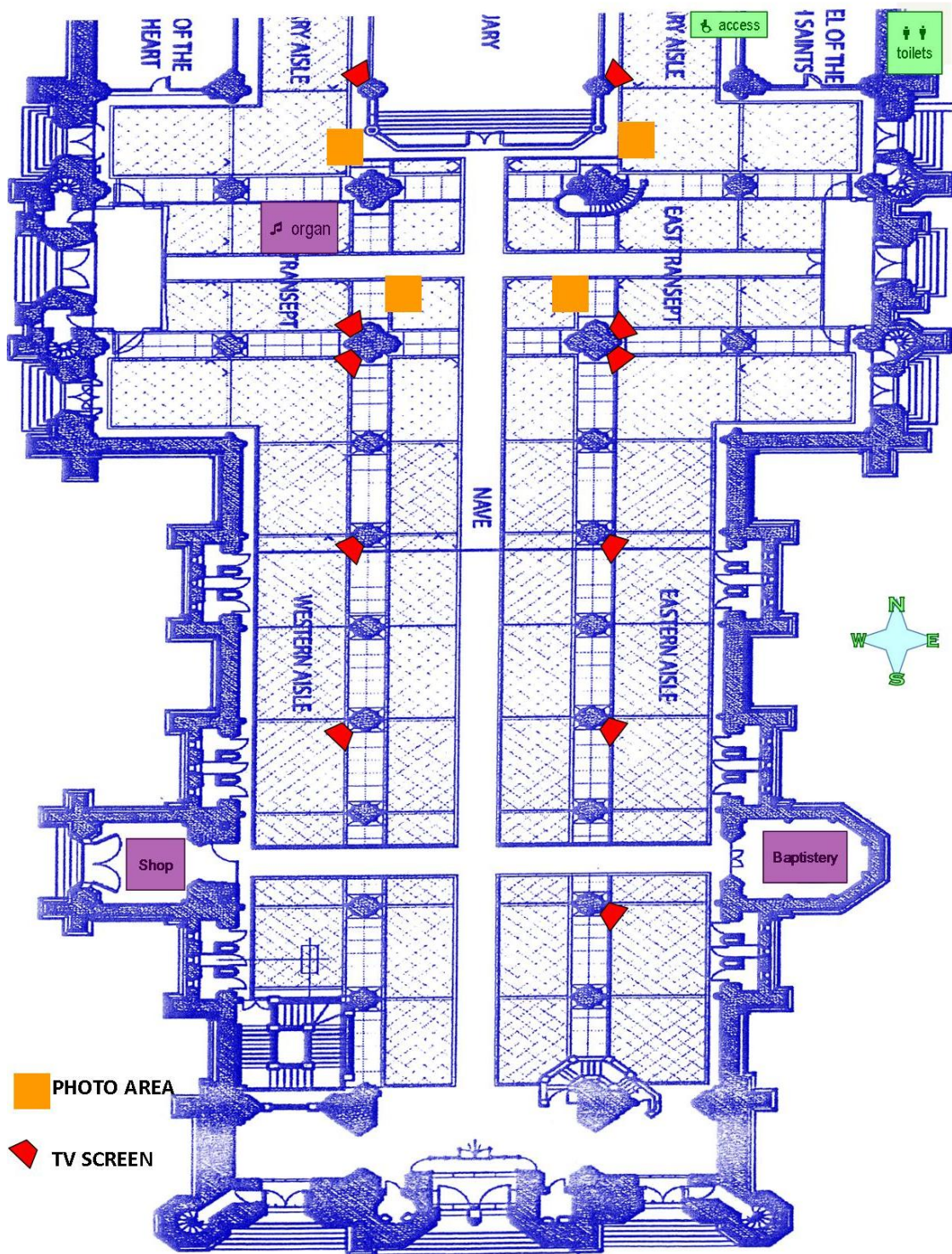
The following are NOT allowed:

- Extra light (floodlights, flash lights during the ceremony);
- Entry by photographers onto the altar area (the Sanctuary) or the pulpit

Please ensure that photographers and videographers have proper identification with them (i.e. business card) to show their capacity as a wedding photographer and videographer.

Please see below for designated photo and video areas, shown in **ORANGE**.

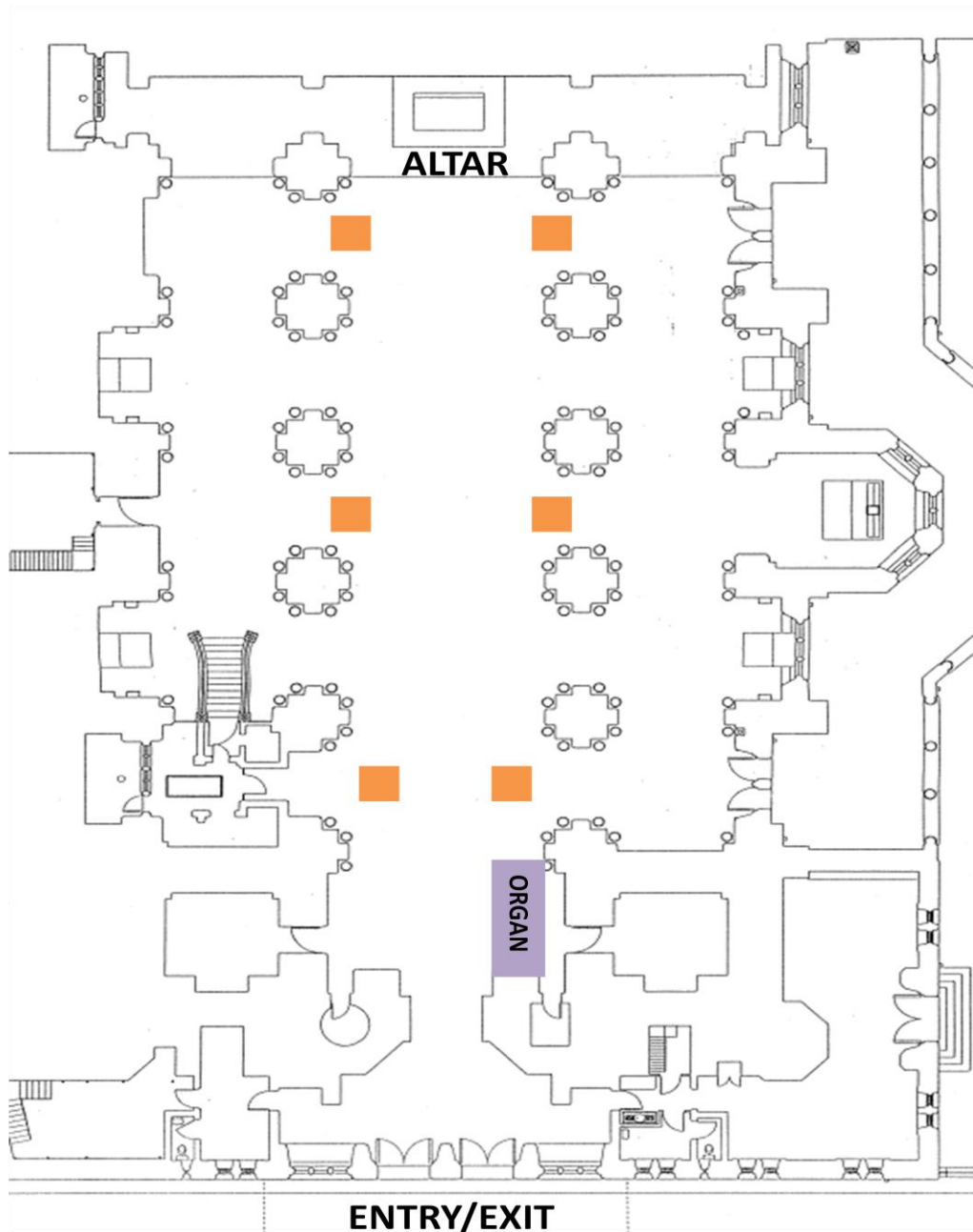
MAIN ALTAR:



Please see below for designated photo and video areas, shown in **ORANGE**.

CATHEDRAL CRYPT:

Please note all furniture and materials (including display cases, pull-up banners and bollards) remain as-is within the sacred Crypt space during weddings.





ACCEPTANCE OF THE WEDDING GUIDELINES

We agree to comply with the Guidelines for weddings at St Mary's Cathedral (**Guidelines**) otherwise this will affect our wedding on the day in accordance with all the preceding information (pages 1-10) provided.

We agree to provide a copy of the Guidelines to third parties assisting us with our wedding (e.g. wedding planners, florists, photographers, videographers, hire cars etc.) (**Consultants**). We will ensure that our Consultants comply with the Guidelines.

We undertake to rectify any damage we, our guests or our Consultants cause at St Mary's Cathedral associated with our wedding.

Please sign to indicate your agreement with the above:

Print name

Print name

Signature

Signature

Date

Date

CATHEDRAL COLLECTION NOTICE

We collect and store your personal information (including your name, contact details, demographic information (such as age and occupation), financial information (such as bank and credit card details), identification documents, photographs of you, and information in relation to your birth, baptism and marriage) so that we can:

- contact you in relation to your enquiries; and
- book and make arrangements for your wedding at the Cathedral.

We generally collect personal information directly from you via our website, or when you otherwise contact and correspond with us (e.g. over the phone, via email or in person).

If you do not provide us with the personal information we have requested, we may not be able to provide you with services or accept donations from you, to the extent that they require us to collect, use or disclose personal information.

We will only disclose your information in accordance with this Collection Notice, or with your express permission, or where we are required or authorised to do so, by Australian law (including the *Income Tax Assessment Act 1997* (Cth)).

Further information about how we handle your personal information, including details about how you can access your information and how you can complain about a breach of the Australian Privacy Principles (as well as how we will deal with any complaint) can be found in our Privacy Policy available at <http://www.sydneycatholic.org/others/privacy.shtml>.

If you have any questions or concerns about how your information is handled, you can contact us by getting in touch with the Special Liturgies Officer at the Cathedral office on (02) 9220 0453 or via email weddings@stmaryscathedral.org.au