



**Your Wedding at Woodford House Chapel**





Along with its special character, Woodford House can offer a number of options as a venue for your wedding. Our Venue Coordinator will be happy to tailor the day to fulfil your requests.

Contact the Venue Coordinator, Angie Ward, to confirm availability on your preferred date. Please note that weddings cannot take place Monday to Friday during the school terms.

Angie will liaise directly with the Principal, School Chaplain, Director of Performing Arts, IT personnel, cleaners and other school staff as needed. She will also make arrangements for any rehearsals, as well as be present on the wedding day to respond to any site-associated needs.

Venue Coordinator	<b>Mrs Angie Ward</b>
Phone	<b>(06) 877 8444</b>
Mobile	<b>021 149 4499</b>
Email	<b><a href="mailto:dsward@xtra.co.nz">dsward@xtra.co.nz</a></b>

## SCHOOL CHAPLAIN

Normally, the School Chaplain will officiate at the ceremony, using an Anglican form of service. You may, with the agreement of the Chaplain, invite your own ordained minister of Christian denomination to participate in the service (for example by delivering the homily or offering the prayers), but the formal parts of the liturgy involving the declarations, vows, and the signing of the register must be conducted by the Anglican priest present.

## FLOWERS

As the Chapel is in regular use, please ensure that florists and others needing access prior to the wedding, approach the Administration Office on (06) 873 0700 to agree on a suitable time.

It is important that the Chapel is left in a clean and tidy condition. All flowers must be removed after the wedding unless otherwise agreed.



## FEES

### Mandatory Fees

Bond	<b>\$150.00</b> (refundable if all hire conditions are satisfied)
Use of Chapel	<b>\$250.00</b> (for Chapel Development Fund)
Venue Coordinator	<b>\$250.00</b>
Officiating Priest	<b>\$300.00</b>
Total	<b>\$650.00</b>

### Additional Optional Fees

Chapel Choir	<b>\$750.00</b>
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***Note:** The Chapel Choir is not available during exam times and there may be limited availability during the School holidays.*

Accompanist	<b>The Director of Performing Arts can recommend an appropriate accompanist, who would be contracted for the day.</b>
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Fees are payable 7 days before the rehearsal. Fees quoted are subject to change.

## MISCELLANEOUS

- The Woodford House Chapel is available exclusively to Old Girls and present staff members for weddings.
- The entire Woodford House site is smoke and alcohol free. Please ensure your guests are aware of this policy. We do not wish to be in a position where there is the need to confront wedding guests.
- We do not allow the use of confetti in the School grounds.
- Woodford House will not be responsible for any copyright infringements that may occur from the use of copying, video or audio recording equipment.



