

DEAKIN CHAPEL – A GUIDE FOR CLIENTS

These guidelines are designed to help you get the most out of your Chapel booking, and to ensure that the Chapel property is always in great condition for all bookings.

If you plan to use music that has been burned on to compact discs we suggest you test the compact disc well before the day of your ceremony on the Chapels CD player. If music is to be played it is preferable that the music is from an originally recorded compact disc. (You are welcome to contact us to arrange a suitable time to do this.)

The Chapel will be cleaned by us on the day prior to your booking, and the Damask Altar cloth will be placed on the Altar table. Deakin Security will attend to the unlocking/locking of the Chapel and the cupboard on the day of your booking.

We ask that clients respect other users and adhere to the following guidelines to prevent the necessity to with-hold all or part of your bond at the conclusion of your ceremony.

Please note that confetti, rice or rose petals cannot be used in the Chapel or its surrounds, however bubbles can be used as an alternative.

Due to University policy & licensing laws, please do not provide any beverages in or around the Chapel, alcoholic or otherwise. (This is monitored by Deakin Security)

At no time may any Chapel furnishings or fittings be removed from the Chapel for any reason – including the blue upholstered chairs. *If you require seating for an outdoor service in front of the Chapel you will need to bring in portable seating.*

Please inform your guests that the closest available parking to the Chapel is Car Parks 2 and 3 (see map provided). **Deakin University request that at no time guests drive or park on the grass or in other restricted areas** (to do so will incur a fine, and your \$200 bond will be charged also) *We suggest you enclose a map with your invitation to assist guests to familiarise themselves with the University parking. The only exception is the Bridal Cars which are of course welcome to park next to the Chapel, on the drive-way.*

The Chapel and its surrounds are available to you for a minimum of 2.5 hours for your booking – in some instances this time may be extended to 3 hours, depending on what other bookings are scheduled for that day. We guarantee you access to the Chapel at least 1 hour prior to your service commencing (if bookings permit this may be 2 hours prior) In some instances you may be permitted to set up for your service on the day before –(these arrangements can only be confirmed 2 weeks prior to your booking.)

We ask clients to respect other users of the Chapel who may be having ceremonies on the same day by removing all rubbish and any belongings from the Chapel at the conclusion of the ceremony, and by ensuring all guests have vacated the Chapel and surrounding area by 1.5 hours following the booked commencement time for your service.

Please contact me on 5227 1273 during business hours if you would like any further information or clarification – I am always happy to help. On the day of the ceremony if you have any enquiries you can contact me on the above no. or phone Deakin Security on 5227 2222.

Kind regards, and wishing you a wonderful Wedding Day,

Simone Hall
Deakin Lakehouse Functions Co-ordinator