



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. Below outlines detail that will help you with your planning.

Venue Coordinator: **Mrs Angie Ward**
Phone: **(06) 877 8444**
Mobile: **021 149 4499**
Email: **dsward@xtra.co.nz**

Please contact Angie Ward to confirm availability of your preferred date. Please note that weddings cannot take place Monday to Friday during the school terms. Angie will liaise directly with the Principal, Chaplain, Head of Music, IT Personnel, cleaners and other school staff as needed. Angie will also make arrangements for any rehearsal as well as be present on the wedding day to respond to any site associated needs.

Chaplain

Normally the School Chaplain will conduct the service, but you may choose to have your own ordained minister of Christian denomination. It is important to bear in mind that only an ordained minister from one of the mainstream churches and not a marriage celebrant can conduct the service. Should you choose to have your own minister, please advise Angie Ward at the earliest opportunity. Please also arrange for your minister to contact the School Chaplain for permission to officiate at your wedding.

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 and all flowers need to be removed after the wedding unless otherwise agreed.

Fees

Mandatory Fees	Cost
Bond	\$150.00 (<i>refundable if all hire conditions are satisfied</i>)
Use of Chapel	\$250.00 (<i>for Chapel Development Fund</i>)
Venue Coordinator	\$250.00
TOTAL	\$650.00

Additional Optional Fees

School Chaplain	\$250.00
Chapel Choir	\$500.00
School Organist	\$150.00 (<i>payable direct to organist</i>)

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 whereby 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.



