



Mary MacKillop Centre

A Ministry of the Sisters of St Joseph of the Sacred Heart



BOOKING FORM

FOR BOTH CONFERENCE AND FUNCTION ROOMS

FAX TO 9368 2018

Name of group / organisation:

Contact person:

Phone: Fax: Mobile:

Email:

Postal Address:

Date centre required: Today's date:

Time of conference, from: am/pm to: am/pm

Name of facilitator: Time of arrival of facilitator:

Number attending: (if catering required - number not to exceed 35)

Catering required: YES NO (please circle)

• Morning Tea YES NO Time:

• Lunch YES NO Time:

• Afternoon Tea YES NO Time: Special dietary needs:

Do you require: Hire of Microphone? YES NO Hire of Digital Projector? YES NO

HIRE OF CENTRE - COSTS & INCLUSIONS

- Not for profit groups: \$160 per day, \$ 80 per half day, \$ 65 per evening.
- Business / Organisations: \$200 per day, \$100 per half day, \$ 75 per evening.
- Hire of digital projector: \$ 50.00 for duration of hire of the venue.
- Hire of microphone: \$ 20.00 for duration of hire of the venue.
- **Catering:** Morning tea: \$ 6.00 per person
Lunch: \$ 15.00 per person
Afternoon Tea: \$ 2.00 per person
- Cleaning fee for self catering groups: \$ 35.00 per day
- Includes: continuous tea / coffee; use of DVD, TV, video, Whiteboard and pens; overhead projector.
- Maximum number of participants for catering: 35
- **NB:** Catering will be charged on number of attendees confirmed 4 days prior to the event.

MARY MACKILLOP CENTRE

Location: 16 York St, South Perth

Postal Address:

PO Box 593, South Perth, WA, 6951

FOR BOOKINGS AND ENQUIRIES:

Ph: (08) 9334 0999

Fax: (08) 9368 2018

Email: lmccarthy@sosjwa.org.au

