



About Bethany ...

'Bethany' is set in the grounds of the historic St Joseph's Convent, which was established by Mary MacKillop and the early Sisters of St Joseph in 1872.

Bethany is adjacent to St Joseph's Chapel - a place of pilgrimage, prayer and peace for people of all backgrounds .

Also adjoining Bethany is the Mary MacKillop Museum, currently closed for redevelopment. The reinvigorated Museum promises an interactive, reflective and inspirational experience for all people.

'Bethany' is a large, versatile space, with the following equipment/ facilities: tables and stackable chairs, AV equipment and a modern commercial kitchen . There is also a lovely restful garden for reflection times. Bethany can accommodate a group of 120 seated in 'theatre style' or 90 - 100 at round tables.

Bethany Usage Policy ...

Bethany is managed by Mary MacKillop Precinct, in collaboration with the Sisters of St Joseph.

◆ **Key Personnel:**

- The Mary MacKillop Precinct *Receptionist*: manages all requests and bookings and assists users of Bethany.
- The *Mission and Site Co-ordinator* of Mary MacKillop Precinct.

◆ **Users of Bethany:**

- Mary MacKillop Precinct hosts a range of adult spirituality programmes.
- Bethany is available for hire by schools and groups - for personal/professional development or reflection days, small or large group non-residential retreats (adults or children), school leaders' training/reflection days, youth ministry gatherings, etc.
- Josephite Old Scholars and Associates
- Visitors to the Mary MacKillop Museum and St Joseph's Chapel
- Pilgrimage groups, church and other organisations
- Those who attend the monthly Mary MacKillop Mass followed by morning tea.

◆ **Booking Procedures:**

- All requests for the use of Bethany are made through the Mary MacKillop Precinct *Receptionist*.
- If Bethany is available for the requested date and time, the Receptionist will provide an application form to be completed and returned.
- Booking will be 'pencilled in' at the time of the initial enquiry.
- It will be confirmed *in writing* upon receipt of the completed application form.
- *Cancellation*: Should you wish to cancel your booking, please notify the Receptionist as soon as possible.

◆ **Costs:**

- Bethany can be hired for a half day, full day and/or evening. Costs advised on initial enquiry with the Receptionist. Hire fee covers the use of all facilities. Confirmation will be sent upon receipt of your completed booking form. This will be accompanied by a tax invoice.
- Payment is required with 14 days of hirers receiving the invoice for their booking.
- A \$50.00 fee will apply in the event that a cancellation occurs within seven days of the planned visit.

◆ Terms and Conditions:

- Bethany is not available to the public during the month of January
- Times of availability can be negotiated at the time of each booking enquiry
- Bethany and grounds are designated as a **smoke and alcohol-free** site.
- Those who book Bethany are required to begin your event and vacate the Bethany at the scheduled times.
- The onus for any loss or damage to any part of Bethany or garden will be on the user.

Other Important Information ...

◆ Work, Health and Safety

- Prior to commencement of a function, the organiser will need to advise participants of the designated assembly point in case of an emergency. Directions for evacuation are placed in prominent positions within Bethany.
- Groups must follow the emergency procedure as instructed by the Receptionist.
- Individuals must take reasonable care and avoid adversely affecting their own safety and wellbeing.
- Groups must respect security procedures and instructions.
- Groups are requested not to use wax candles in Bethany. Candles with batteries are acceptable.
- Organisers must report all hazards, incidents and accidents to the Receptionist.
- If using a laptop or any other electrical appliance, there are cord-protector covers to minimise the risk of tripping.
- There is a first-aid kit, which is placed in a prominent position in the main gathering space.
- A landline phone is provided for emergencies.

◆ Catering

- We do not provide or arrange catering. Groups can either self-cater or bring in professional caterers. Bethany has a fully equipped commercial kitchen that groups can use.

◆ Disabled access:

- Bethany has wheel-chair access, and a designated toilet for those with a disability.

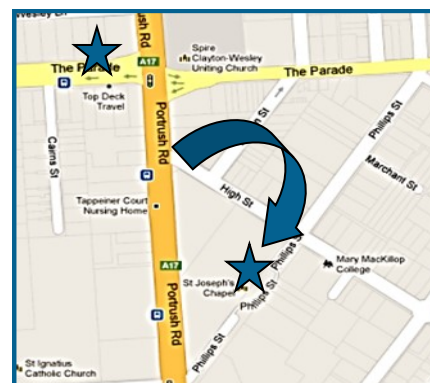
◆ How to find Bethany

- **Pedestrian access** to Bethany is from *either* the main driveway #4 High St Kensington, or the side gate in Phillips St
- **Parking:** there is no *on-site* parking available. Street-parking *can* pose difficulties on week-days
- **Transport options:** car pooling, taxis, chartered bus, or public transport
- **Chartered Buses:** High Street is narrow, however buses may temporarily park outside the Mary MacKillop College (High St) to drop off passengers and then move to another area for parking. Groups may then be picked up at a pre-arranged time and place.
- **Public Transport:**
 - Bus #H20, H21, H22, or H24 from Grenfell or Currie Streets, Adelaide. Alight at the corner of Portrush Rd and The Parade, Norwood (*see star on map*); or
 - Bus #300 *Circle Line*: Alight at Stop 9 on Portrush Rd. Walk either to High or Phillips St entrances (*see star on map*)

Enquiries and Bookings:

Contact: Mary MacKillop Precinct Reception

- Phone: 08 8130 5900
- Email: infos@sosj.org.au
- Office Address: 4 High Street, Kensington 5068
- Postal Address: PO Box 57, Kent Town 5071





Booking Application BETHANY CENTRE

NAME OF ORGANISATION: _____

Contact Person: _____

Address: _____

Phone: _____

Day: _____ Mobile: _____

Email: _____

TYPE OF FUNCTION:

- Conference Professional Development Training
 Retreat Other - please provide details below:

Estimated number in Group: Adults _____ Children _____

Date of booking (s): / / 20__

HIRE PERIOD: Half Day Hire Whole Day Hire Evening Hire

Arrival time : _____ am/pm Departure time : _____ am/pm

Comments/Equipment Requirements: _____

I have read and understood the Terms and Conditions for booking Bethany Centre.
I will pay the agreed hire fee as advised by the Mary MacKillop Precinct Receptionist.

Signed: _____ Date: / / 20

Please complete this form and return to the Bookings Secretary at the address below.
A Tax Invoice will be sent with your booking confirmation.

Thank you!

Mary MacKillop Precinct: A Ministry of the Sisters of St Joseph

- ◆ Office: 4 High Street, Kensington ◆ Postal Address: PO Box 57, Kent Town 5071
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