



Arranging your visit ...

Bethany Centre is a large, versatile space, with 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.

Bookings by arrangement

Closed: Good Friday, between Christmas and New Year and for the month of January

Hiring

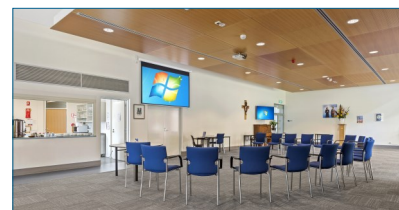
The centre is available for hire for a half day, full day and/or evening. Hire fee covers the use of all facilities. Fee advised on enquiry.

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.

Photography

Photography is permitted in Bethany, Museum, Chapel and outside in the grounds of Mary MacKillop Precinct. However, flash photography is **not** permitted in the Museum. Please follow us on Facebook and Instagram: @marymackillopprecinct and share your photos with us using the tags [#marymackillopprecinct](#) and [#sistersofsaintjoseph](#)



Where are we?

Entrance is by the back door of the Regional Administration Centre, 4 High Street, Kensington Click [here](#) for map.

Parking

Street parking only

Coaches and mini buses are able to drop off and pick up at the designated area outside Mary MacKillop College in High Street.

Work, Health and Safety - Facilities and Access

- Mary MacKillop Precinct makes every effort to provide a safe and comfortable environment for all visitors.
- Mary MacKillop Precinct takes all care but accepts no responsibility for belongings. We recommend that you carry your valuables. School bags are to be brought into Bethany, not left outside.
- 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.
- Mary MacKillop Precinct is smoke free.
- Organisers must report all hazards, incidents and accidents to the Receptionist.
- Groups are requested not to use wax candles in Bethany. Candles with batteries are acceptable.
- 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.

Booking Terms and Conditions

Bookings are made with Mary MacKillop Precinct Reception: Phone 08 8130 5900 Email: infos@sosj.org.au

- When booking, please have two alternative dates ready in case your first preference is unavailable.
- On initial enquiry a tentative booking will be made until such time when the completed application is received.
- Confirmation will be sent upon receipt of a completed booking form. This will be accompanied by a tax invoice. Payment is required within 14 days.
- In the event of a cancellation within seven days of the planned visit, a cancellation fee of \$50.00 will apply.
- Organisers are responsible to arrange the room as they require, and set up/clean up and exit, returning the room as it was.

The Staff and Volunteers of Mary MacKillop Precinct are committed to the Safeguarding of Children and Vulnerable Adults and to providing a Safe Environment for all.



Bethany Centre - Booking Application

Name of Organisation: _____

Contact Person: _____

Contact Person's Email: _____

Address: _____

Phone: _____ Day: _____ Mobile: _____

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

Estimated number in Group: Adults _____ Children _____ Year Level/s _____

Date of booking(s): _____ / _____ / 20

Hire Period: Half Day Hire Whole Day Hire Evening Hire

Time of Arrival: _____ am/pm Time of Departure: _____ 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

A Tax Invoice will be sent with your booking confirmation.

Please complete this form and return to
Mary MacKillop Precinct Reception at: infos@sosj.org.au

Thank you! We look forward to hosting your group!

Mary MacKillop Precinct: A Ministry of the Sisters of Saint Joseph
◆ Office: 4 High Street, Kensington ◆ Postal Address: PO Box 57, Kent Town 5071
◆ Phone: 08 8130 5900 ◆ Email: infos@sosj.org.au
ABN 33 293 441 659

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