

## Arranging Your Visit

*Bethany is a bright, light-filled space, suitable for gatherings of all types. Configuration options are varied, with Bethany accommodating groups up to 120 seated theatre style or 90-100 seated at round tables. With recently updated AV equipment and a fully equipped commercial kitchen, Bethany is set in tranquil surrounds on the land where Mary MacKillop lived and worked. Visitors are welcome to use the garden for times of quiet reflection.*



### Hiring

Bethany is available for hire for a ½ day, full day and/or evening. Hire fee covers the use of all facilities. Fees are advised on enquiry.

### Catering

While we do not provide catering, groups have access to the commercial kitchen or can arrange catering through [High Street Café](#).

### Photography

Photography is permitted in all areas of the Mary MacKillop Precinct, however flash photography is **not** permitted in the Museum.

### Where are we?

The entrance to Bethany is next to the SOSJ Regional Administration Centre, 4 High Street, Kensington. See [here](#) for map.

### Parking

On street parking only. Coaches and minibuses can drop off and pick up at the designated bus area outside Mary MacKillop College, next to the Precinct on 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 carrying your valuables. School bags should be brought inside at Bethany.
- Prior to commencement of a function, a Bethany representative will advise participants of the designated assembly point in case of an emergency. Directions for evacuation are prominently displayed in Bethany.
- Groups must follow emergency procedure as instructed by the Bethany representative.
- Individuals must take reasonable care and avoid adversely affecting their own safety and wellbeing.
- Groups must respect security procedures and instructions from the Bethany representative.
- The Mary MacKillop Precinct is smoke free.
- Organisers must report all hazards, incidents and accidents to the Bethany Representative or the Precinct Manager.
- Candles with live flames are not permitted in Bethany. Candles with batteries are acceptable.
- Cord-protector covers, to minimise the risk of tripping, are to be used.
- A first-aid kit is available in the kitchen at Bethany.
- A landline phone is provided in case of emergencies.



### Booking Terms and Conditions

- Bookings are best made by calling the Mary MacKillop Precinct on (08) 8130 5900 or emailing [infos@sosj.org.au](mailto:infos@sosj.org.au)
- On initial enquiry a tentative booking only will be made until such time as 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 cancellation within 7 days of a confirmed visit, a cancellation fee of \$75.00 will apply.
- Every effort will be made to accommodate your required room configuration, however organisers are responsible for set up and cleaning up. Bethany and its kitchen are to be left in the condition in which they were found.
- Loss or damage to Bethany or to any of its fittings or equipment will be the financial responsibility of the event organiser.

*The staff and volunteers of the 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: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Type of Function:  Conference  Professional Development  Training  
 Retreat  Additional Learning Space  Other (details below)

Estimated Numbers: 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Please complete this form and return to: Mary MacKillop Precinct at: [infos@sosj.org.au](mailto:infos@sosj.org.au)

A tax invoice will be sent with your booking confirmation.

*Thank you! We look forward to hosting your group!*

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