

## **MACKILLOP PASTORAL CENTRE FUNCTION ROOM**

## FEE SCHEDULE FOR 2025/26

Fee/Charge	Fee (excl.GST)	GST	Fee (incl. GST)		
STANDARD FEES.					
Function Room Fee – per hour.	\$31.50	\$3.50	\$35.00		
Function Room Fee – per day (8 hours)	\$225.00	\$25.00	\$250.00		
Function Room Fee – per day (Including full use of the Kitchen)	\$270.00	\$30.00	\$300.00		
Function Room Fee – per ½ day (4 hours)	\$148.50	\$16.50	\$165.00		
Function Room Fee – per ½ day (Including full use of the Kitchen)	\$180.00	\$20.00	\$200.00		
Special Refreshment Fee – Minimum of 2.5 hours (Including full use of the Kitchen for use for refreshments after a funeral etc.)	\$72.00	\$8.00	\$80.00		
DISCOUNT FEES FOR NOT FOR PROFIT ORGANISATIONS.					
Approval is required from the Parish Priest and/or the Venues Manager for the use of the MacKillop Parish Function Room NFP or Special Refreshment Fees to be applied to a booking. Further reductions maybe granted at their discretion when requested to do so. Fees include full use of the kitchen.					
Standard Fee - per hour	\$22.50	\$2.50	\$25.00		
Standard Fee – per day (8 hours)	\$127.00	\$13.00	\$130.00		
Standard Fee - per ½ day (4 hours)	\$63.00	\$7.00	\$70.00		
Special Discount Fee – per booking	\$18.00	\$2.00	\$20.00		
KITCHEN ONLY HIRE FEES.					
Standard Fee – per hour	\$27.00	\$3.00	\$30.00		
Discount Fee – per booking	\$18.00	\$2.00	\$20.00		
ADDITIONAL FEES.					
<ul> <li>[*] Refundable Booking Fee –</li> <li>Standard 1 day hire (8 hours)</li> </ul>	\$67.50	\$7.50	\$75.00		
• Standard ½ day hire (4 hours)	\$27.00	\$3.00	\$30.00		
Fee/Charge	Fee (excl. GST)	GST	Fee (incl. GST)		

[**] Cleaning Fee – Fee for all Day and ½       \$121.50       \$13.50       \$135.00         [***] Laundry Fee – Fee for all bookings       \$45.00       \$50.00       \$50.00         [***] Technology Fee – Refundable Bond for       the use of: ~ PA System;       \$135.00       \$15.00       \$150.00         ~ Large Wall Monitor (T.V.)       \$135.00       \$15.00       \$150.00       \$150.00         ~ Laptop       ~ WiFi       -       Hourly Usage Rate       \$45.00       \$50.00       \$50.00         GENERAL NOTES FOR ADDITONAL FEES.         ALL FEES: All fees may be waived or reduced by the Parish Priest and/or the         Mackilop Catholic Parish Priuse Manger on request from the Group.         ALL FEES: A Refundable Booking Fee for 1 and ½ Day Bookings will be         applied.         Bookings MUST BE made at least TWO WEEKS (2) prior to the         date: so the function date, accluding funerals. Other exceptional            partisits and/or MacKillop Parish Venues         Manager.       The Fees are stade above for 1 and ½ day bookings will         applied.       Bookings.       CLEANING FEE: A Cleaning Fee will be charged to any group hiring the         MacKillop Parish Venues Manager.       The Fees are stade above	ADDITIONAL FEES (Cont'd)					
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## **ANY SPECIAL NOTES**

ST MARY of THE CROSS PARISH HUB

Office Hours: Monday to Friday 9.00am – 4.00pm PO Box 107 (7 Milson Street) CHARLESTOWN NSW 2290 T: 02 4943 4153 E: stmarythecross@mn.catholic.org.au W: mackillopcharlestown.org.au