



MACKILLOP CATHOLIC PARISH

CHARLESTOWN GATESHEAD REDHEAD



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.			
<i>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.</i>			
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.			
[*] Refundable Booking Fee –	\$67.50	\$7.50	\$75.00
• Standard 1 day hire (8 hours)			
• Standard ½ day hire (4 hours)	\$27.00	\$3.00	\$30.00
Fee/Charge	Fee (excl. GST)	GST	Fee (incl. GST)

ADDITIONAL FEES (Cont'd)

[**] Cleaning Fee – Fee for all 1 Day and ½ Day Bookings	\$121.50	\$13.50	\$135.00
[**] Laundry Fee – Fee for all bookings	\$45.00	\$5.00	\$50.00
[***] Technology Fee – Refundable Bond for the use of: ~ PA System; ~ Large Wall Monitor (T.V.) ~ Laptop ~ WiFi	\$135.00	\$15.00	\$150.00
– Hourly Usage Rate	\$45.00	\$5.00	\$50.00

GENERAL NOTES FOR ADDITIONAL FEES.

ALL FEES:- All fees may be waived or reduced by the Parish Priest and/or the MacKillop Catholic Parish Venues Manager on request from the Group.
ALL fees and charges are payable at the St Mary of the Cross Parish Hub Office during office hours.

[*] **BOOKING 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/s of the function excluding Funeral Refreshments.
NO BOOKINGS will be accepted less than SEVEN (7) days before the function date, excluding funerals. Other exceptional circumstances may be considered and approved with the permission of the Parish Priest and/or MacKillop Parish Venues Manager.

[**] **CLEANING FEE:-** A Cleaning Fee will be charged to any group hiring the MacKillop Function Room if it is not left in a neat and tidy state, comparable to the expectations of the Parish Priest and/or MacKillop Parish Venues Manager.
The Fees are stated above for 1 and ½ day bookings will applied and a fee of 75% of Hire Fee will be applied for ALL OTHER bookings.

[***] **LAUNDRY FEE:-** The Laundry Fee stated above will be applied to any group who uses the supplied linen and wants MacKillop Parish to be responsible for the laundering of the linen they used.

[****] **TECHNOLOGY FEE:-** The Technology Fee is a refundable bond to ensure that all technical equipment is handled correctly, safely and appropriately. It is also in place to reduce misuse and mishandling of the equipment resulting in breakage or damage. Damages and breakages MUST BE REPORTED IMMEDIATELY to Staff and may be required to be paid for by the group responsible for the hire of the Venue.

Thank you and kind regards
Brad Fitzsimmons
MacKillop Catholic Parish
Venues Manager.

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