



MACKILLOP CATHOLIC PARISH

CHARLESTOWN GATESHEAD REDHEAD



MACKILLOP PARISH VENUE BOOKINGS SHEET

MacKillop Parish Function Room	Yes / No	St Paul's Catholic Parish Hall	Yes / No
MacKillop Catholic Parish Pastoral Centre 7 Milson Street, CHARLESTOWN. 2290.		Under St Paul's Catholic Church 66 Felton Street, GATESHEAD. 2290.	
CONTACT DETAILS:-			
Organisation:			
Name of Contact:			
Contact Numbers:		(M)	(Ph)
Contact Email:		@	
Signature:		Date:	
FUNCTION DETAILS:-			
Type of Function:			
Date of Function:			
Time and Duration of Function:			
Start Time:		Finish Time:	Duration:
Catering:	Self Catering:	Yes / No	Professional Caterers: Yes / No
Name of Catering Company:			
Crockery:	Yes / No	Cutlery:	Glassware: Yes / No
Tables & Chairs Required:		No. Of Tables:	No. Of Chairs:
Linen Required: [A LAUNDRY SERVICE FEE may be applied]		Table Clothes:	Yes / No
Technical Requirements:- [A REFUNDABLE BOND may be applied to cover damages]			
WiFi Connection:	Yes / No	Data Projector:	Yes / No
Laptop / Screen:	Yes / No	Microphones:	Yes / No
Laundry Service Fee [If applied] @ \$_____ =>			
Refundable Tech Bond [If applied] @ \$_____ =>			
TOTAL HIRE FEE:-			
Venue Licence Agreement completed:-			Yes / No
Cleaning Fee:- Should the MacKillop Function Room NOT be left in a clean, neat and tidy condition, a fee of \$135 per hour will be charged to clean it.			

VENUES:- (Please indicate which Venue you wish to Hire).					
MacKillop Parish Function Room		Yes / No		St Paul's Catholic Parish Hall	
				Yes / No	
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CONTACT DETAILS:-					
Organisation:					
Name of Contact:					
Contact Numbers:		(M)		(Ph)	
Contact Email:		@			
Signature:				Date:	
FUNCTION DETAILS:-					
Type of Function:					
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Time and Duration of Function:					
Start Time:		Finish Time:		Duration:	
Catering:	Self Catering:	Yes / No		Professional Caterers:	Yes / No
Name of Catering Company:					
Crockery:	Yes / No	Cutlery:	Yes / No	Glassware:	Yes / No
Tables & Chairs Required:		No. Of Tables:		No. Of Chairs:	
Linen Required:[A LAUNDRY SERVICE FEE may be applied]				Table Clothes:	
				Yes / No	
Technical Requirements:- [A REFUNDABLE BOND may be applied to cover damages]					
WiFi Connection:		Yes / No		Data Projector:	
				Yes / No	
Laptop / Screen:		Yes / No		Microphones:	
				Yes / No	
OFFICE USE ONLY:					
Hire Fees:				Total:	
_____ hours @ \$_____ per hour=>					
_____ @ \$_____ per half day =>					
_____ @ \$_____ per full day=>					
Laundry Service Fee [If applied] @ \$_____ =>					
Refundable Tech Bond [If applied] @ \$_____ =>					
TOTAL HIRE FEE:-					
Venue Licence Agreement completed:-				Yes / No	

ST MARY of THE CROSS PARISH HUB
Office Hours: Monday to Friday 9.00am – 4.00pm
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