



MOUNT SCHOENSTATT SPIRITUALITY CENTRE

ABN 43 317 574 989

230 Fairlight Road
Mulgoa NSW 2745
Phone: 4773 8338
Fax: 4773 8530

E-mail: info@schoenstatt.org.au

Day Only Booking Form-Group

GUEST DETAILS

Company / Group Name			
Type of Function			
Contact Name		Phone Number	
Billing Address			
Email			
ABN (if applicable)			
Emergency Contact			

BOOKING DETAILS - Please check time requirements below for the Facility you are booking:

Arrival Date		Arrival Time		Departure Date		Departure Time	
Number of Guests							
Adults: includes Children 16 years +					Children: 15 years & under		

MASS & ADORATION - Please tick if you will be celebrating Mass or Adoration?

If yes, please ensure a Mass Booking form is completed

Please indicate if your retreat will be silent: Yes No

FACILITIES REQUIRED:

<input type="checkbox"/> FAMILY HALL Monday to Saturday 8am-4pm Sunday 12.30pm to 4.30pm <input type="checkbox"/> Data Projector <input type="checkbox"/> Whiteboard <input type="checkbox"/> DVD Player <input type="checkbox"/> BBQ (additional charge) <input type="checkbox"/> Catering-Complete attached <input type="checkbox"/> Deposit \$300 + 50% of any catering requirements.	<input type="checkbox"/> HOME OF LIGHT Monday to Sunday: Please Pick up Keys before 8am-4.30pm. <input type="checkbox"/> Day Only Hire <input type="checkbox"/> DVD Player <input type="checkbox"/> BBQ (additional charge-\$30) <input type="checkbox"/> Deposit \$150	<input type="checkbox"/> JOSEPH KENTENICH HOUSE Monday to Sunday - Day Bookings 8am-4pm <input type="checkbox"/> Day Only Hire <input type="checkbox"/> Conference Hall (includes House Chapel) <input type="checkbox"/> Sunroom <input type="checkbox"/> Dining Room <input type="checkbox"/> Library <input type="checkbox"/> Data Projector <input type="checkbox"/> Catering-Complete attached <input type="checkbox"/> Conference Hall Deposit \$300 + 50% of any catering requirements.
--	---	---

ADDITIONAL INFORMATION

I acknowledge that I have read and accepted the terms and conditions of Mount Schoenstatt Spirituality Centre noted on the accompanying T & C document:

.....
 Name Signature Date

DEPOSIT: Confirmation of booking occurs with payment of deposit (as indicated above), along with receipt of the signed booking form acknowledging acceptance of MSSC Terms and Conditions. Deposit is not refundable or transferable for changes within 6 weeks of check-in date.

Office Use Only			Payment Options		
Total Cost	Date Received	\$	<input type="checkbox"/>	Direct Deposit	<input type="checkbox"/> Credit Card
Deposit:		\$		BSB: 062 589	Credit Card Number
Balance Owing:		\$		Account: 0090 2961	
Invoice No:				Schoenstatt Sisters of Mary	Expiry Date
Invoice Date:			<input type="checkbox"/>	Cash	
Payment Type:			<input type="checkbox"/>	Cheque	CCV

Credit card details will be removed from this form and shredded by the bookings staff once the payment is processed.