

# GENERAL FUNCTIONS

## INFORMATION SHEET

The Maheno Room is a large room ideal for small conferences or functions. It can seat 120 people theatre-style or up to 80 people for a sit-down function at rectangle tables. It has beautiful concertina windows, which when opened give a beautiful feel to the room and extend the room onto an outdoor area adjacent to the side entry of the church.

**To make things easy we have put together a range of room hire packages for your consideration:**

### **Monday to Friday 1.5 hour usage**

Ideal for a 1 hour hire (meetings, classes) and 15 minutes bump in/bump out either side.

(No tea/coffee provided)

Maheno Room Price - \$125

### **Monday to Friday Half Day Workshop**

Hire of one of our rooms for a half day (4 hours) plus complimentary tea/coffee and biscuits.

Maheno Room Price - \$350

### **Monday to Friday Full Day Conference**

Hire of one of our rooms for a full day (8 hours) plus complimentary tea/coffee and biscuits.

Maheno Room Price - \$700

## **Facilities**

Facilities for the Maheno room includes:

- High-speed Internet
- Air conditioning
- Electronic whiteboard
- PA system
- LCD TV
- Car parking
- Disabled toilet

Open Access to a full commercial kitchen is part of the Maheno Room hire.

## **General Fees**

### **Maheno Room Hire:**

Monday to Friday -

\$50 per hour

\$300 per evening\*

\$700 per day\*

\*Day hire is based on 9am-5.00pm

\*Evening hire is based on 5.00pm – 9.30pm

Saturday and Sunday -

\$150 per hour

\$500 per half day

\$1200 per day

Saturday half day is 4 hours.

Saturday/Sunday full day hire is considered 8am to 5pm or 3pm to Midnight.

## **Times**

Sunday services are held at the church weekly at 7.30am and 9.00am.

Functions on Saturday in the Maheno Room can be held during the following timeslots unless you wish to book for a half or full day:

9.30am-11.30am

12pm – 2pm

2.30pm onwards

Functions on Sunday can be held during the following timeslots unless you wish to book for a half or full day:

11am-1pm

2pm onwards

## **Terms**

1. If you wish to book the Maheno Room, a 50% deposit is required.
2. The balance is to be paid at the latest 48 hours prior to your event.
3. As we are close to residences we request that all functions be finished by 11.30pm.
4. The St John The Baptist Church does not have a liquor license, so alcohol cannot be sold.

## **For bookings enquiries or to arrange an inspection:**

Ph 3399 1508

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