

ST. JOSEPH'S CATHEDRAL KUCHING

For Church Booking Only

Registration No.: _____

Room / Facility Booking Form

[Submit to the Parish Office personally / Fax: 082-233805 / Email: sjcoffice@yahoo.com.my]

Date / Time of Use :

Date	Day	Time (from)	Time (to)

(Please attach programme if any. For bulk booking, you may attach a separate sheet indicating all the dates required.)

Name of Preferred Room (if known) : _____ (subject to availability & approval) No. of Pax

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Name of Function / Purpose of Use : _____
Venue Set-up (if required) : _____ / (from) _____ (to) _____
(Date) (Time)

Applicant : _____ (Name) _____ (Contact Nos.)

Lay Organisation / Ministry : _____ (Name) _____ (Applicant's Signature)

For Office Use

Booking Received By : _____ (Authorised Person) _____ (Date & Time of Booking)

To detach here -----

ST. JOSEPH'S CATHEDRAL KUCHING

☎ 082-423424

Applicant's Copy

Registration No.: _____

Confirmation Slip - Room / Facility Booking

[To be filled by Authorised Person & retained by Applicant]

Applicant : _____ (Name / Telephone Contact / Lay Organisation or Ministry)

Name of Room : _____

Details of Booking :

Date	Day	Time (from)	Time (to)

Confirmed By : _____ (Authorised Person) _____ (Date of Confirmation)

[For cancellation or any change in your booking, please call 082-423424 or email to sjcoffice@yahoo.com.my]

VENUE AVAILABLE FOR BOOKING	Level	Pax
A.C.C.P.C. - PASTORAL CENTRE		
St. Agatha Multipurpose Room	Ground	30 – 40
St. Joseph Meeting Room	2	30 – 40
St. Joan of Arc Meeting Room		30 – 40
Sts. Stephen & Charles Meeting Room		30 – 40
St. Mary Function Hall ***		80 – 120
Sts. John & Lucy Conference Hall ***		100-150
St. Rose Conference Hall ***		100-150
Mater Domini Auditorium With basic in-house Sound & Projection	3	150-204
St. Joseph Grand Hall (Left + Right Foyer) With basic in-house Sound & Projection		500-700
Use of Pantry for Food Preparation		-
Cenacle Upper Room	Mezzanine	30 – 40
PARISH CENTRE		
St. Augustine (A.V.A.) Room	Ground Floor	70 - 90
St. Matthew Room		20 - 35
Parish Gallery		-
St. James Room	1 st Floor	70 - 90
Mother Mary Prayer Room		5 - 15
St. Peter Room		20 - 30
St. Bartholomew Room		15 - 25
St. John Room		10 - 20
St. Andrew Room		20 - 30
St. Philip Room		20 - 30
<p>* The Commitment Fee is payable to the Parish Administrator upon confirmation of booking. In the event of a cancellation with 2 weeks prior notice, this fee is refundable.</p> <p>** The suggested Love Offering (utility rate per hour) is not a charge. Any contribution consciously made by the ROOM USER, whether monthly or annually, towards the operation and upkeep of these premises would be most helpful.</p> <p>*** This includes basic in-house Sound & Projection system upon request. <i>Updated 7 July 2017</i></p>		

Other Facilities Required	Specifications	Quantity
<input type="checkbox"/> Rectangular Table	<input type="checkbox"/> 2' x 4' <input type="checkbox"/> 2' x 6'	Quantity: _____ Quantity: _____
<input type="checkbox"/> Plastic Chairs		Quantity: _____
<input type="checkbox"/> Round Banquet Table + 10 plastic chairs		No. of sets: _____
<input type="checkbox"/> Sound System (at designated rooms only)	<input type="checkbox"/> In-house Microphones <input type="checkbox"/> Portable c/w 2 microphones	Quantity: _____
<input type="checkbox"/> Projector (at designated rooms only)	<input type="checkbox"/> In-house (LCD) <input type="checkbox"/> Portable (DLP) <input type="checkbox"/> Overhead Projector (OHP)	
<input type="checkbox"/> Laptop (recommended to use your own)		
<input type="checkbox"/> White Board 4' x 8' (bring own markers)		Quantity: _____
<input type="checkbox"/> Extension Cord	Length: _____m	Quantity: _____
For Holy Mass (at designated rooms only)		
<input type="checkbox"/> Altar	<input type="checkbox"/> Side Table (2' x 4')	
<input type="checkbox"/> Lectern	<input type="checkbox"/> Mass Kit	
<input type="checkbox"/> Commentator Stand	<input type="checkbox"/> Altar Bread	Quantity: _____
For Food Serving (at designated rooms only)		
<input type="checkbox"/> Banquet Style		No. of Pax: _____
<input type="checkbox"/> Buffet Style		
<input type="checkbox"/> Light Refreshment (Finger Food)		Please bring your own Garbage Bags
<input type="checkbox"/> Others (Please specify but subject to availability):		