



## BOOKING YOUR VISIT

Mary MacKillop Place Museum is open for tours:

Monday – Friday: 10.00am – 4.00pm

Saturday, Sunday & Public Holidays: 10.00am – 4.00pm

All tours booked on weekends and public holidays must self-guide.

Closed Christmas Day, Boxing Day, New Years' Day & Good Friday

The following information will be required before a booking may be made:

- Full name of school
- Full address of school
- Booking contact name
- Booking contact phone
- Booking contact email
- Full invoice details: e.g. name, full **postal** address, etc
- Preferred date
- Arrival time
- Tour time (Must commence between 10.00am and no later than 2.30pm)
- Departure time
- Recess times (if required)
- Year level
- Number of students
- Teacher numbers
- Number of any additional adults, e.g. parents
- Student special needs
- Additional requests e.g. Mary MacKillop Souvenir Bags, recess areas

If use of the Mary MacKillop Memorial Chapel is also required, the following information is needed:

- Starting time
- Finishing time
- Type of use, e.g. Mass, teacher-led liturgy or private prayer

To book a Museum Tour for your students, please download the [booking form](#) and return it to:

[Event.bookings@mmp.org.au](mailto:Event.bookings@mmp.org.au)

On receipt of the completed form, the Booking Event Co-Ordinator will contact you.