



SJS Venue Booking Request Form * PLEASE PRINT & USE BLACK INK.

St Joseph's Church, 3 Salvado Road, Subiaco WA 6008

Tel: (08) 9381 0434

Name of Event: _____ Date of Event: _____

Requested By:-

Contact Person: _____ Tel: _____

email: _____

Invoicing Details:

Details of Event: (* Pls tick where applicable)

① Venue *

- Church Boardroom
- Upper Room Piazza

② Times

Start _____ Finish _____

③ Rehearsals in the Church (* For Concert/Church Bookings Only)

- 1st Date _____ Start _____ Finish _____
- 2nd Date _____ Start _____ Finish _____

④ Catering Requirements *

No. of pax: _____

- Morning Tea Time: _____
- Lunch Time: _____
- Afternoon Tea Time: _____
- Champagne/Canapes Time: _____
- Intermission Time: _____
- Duration: _____

(* Pls advise for Concert Bookings)

⑤ Misc - Special Requests/Dietary Requirements:

* Please complete & return this form via email (as a pdf) to sodonnell@stjosphssubiaco.org.au or by fax to (08) 9381 0499

* All verbal bookings are tentative & will be held for 7 days or by special arrangement.

* We will send you our quote via our Venue Booking Confirmation Form
Your booking is confirmed once this Confirmation Form is returned signed as acceptance of our quote.