



General Information

Making a Booking

To make an enquiry or to book the Conference Centre, please contact:

Sr Julian Langton

Hospitality Co-ordinator

P: +64 (09) 5281801

E: marymackillopcentre@sosj.org.au

A: Mary MacKillop Centre

30 Holgate Road

Kohimarama

Auckland 1071

Mass Times

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

The Mary MacKillop Chapel is open for visitors each day. All are welcome to use this space.

9:30am

No Mass

9:30am

9:30am

9:30am

9:30am

No Mass

Car Parking

Parking is available for guests. If the carpark is full, please park in Holgate Rd.

Public Transport

Buses run frequently from near the pedestrian crossing, Mission Bay the CBD (Britomart), please see:

<http://www.at.govt.nz>.

The AIRBUS Express travels every 15 minutes to and from the CBD (Queen street) to and from the airport.

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Accommodation

The Mary MacKillop Centre is able to offer accommodation to those guests visiting over a period of days. Rooms are limited so please inquire early to secure your booking.

Payment

Payment by cash, cheque or direct credit. Cheques to be made out to Sisters of St Joseph. An invoice will be issued at the end of your stay.

Facilities

There is a mobility shower available. Please let us know if you require a room close to the amenities. Washing machines, dryers, clothes lines and ironing facilities are available. Guests may use the television in the room close to the Main Entrance. Wireless Internet is available.

Keys

You will find two keys in your room door, one for the room and one for the external door to the retreat wing.

Catering

Breakfast, morning tea, afternoon tea and an evening meal will be in the kitchen of the retreat wing. Lunch will be in the dining room on the ground floor. For larger groups, all meals will be in the dining room on the ground floor. The Centre requires one week's notice of catering requirements.

Meal times

Breakfast	7:30am
Lunch	12pm
Dinner	5pm

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Fire Safety

The Fire alarm system in this building is very sensitive. Please do not light candles, lamps or incense in your room. Smoke alarms are fitted in all rooms.

To ensure that the alarms do not “go off” unnecessarily, bathroom doors to corridor should be closed when you are having a shower and toasters should be used with special care.

We are a complete SMOKE FREE environment and wish to function as a clean air facility. No smoking allowed anywhere on site.

Checking in and Checking Out

Check in is between 8am and 6pm, Monday – Sunday. You will be given your room number and there will usually be food and beverages available in the kitchen area.

When you check out, please leave the room key in the door. Place your bedspread and blankets on the chair, and leave the used linen the used linen box.

Lost Property

We will keep property forgotten or left behind for a maximum period of 4 weeks. If after this time the property has not been claimed or collected we will donate it to charity or dispose of it. Please be sure to check your cupboards and bathrooms for belongings before you depart.

Cancellation Policy

If you cancel your booking within two weeks of your conference/stay the deposit is non-refundable.

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