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**CATHEDRAL OF THE HOLY SPIRIT PENANG**

1, Tingkat Besi Satu, Island Park, 11600 Penang

Tel: 04 658 4909 / 04 656 6681 / 04 656 4309 (Fax)

**BOOKING & USE OF THE PARISH PRAYER ROOMS (ST JOHN HOAN : Prayer Room 1) + (ST JOSEPH LUU : Prayer Room 2)**

Please be guided by the followings for your information and convenience.

1. The Parish Prayer Rooms (St John Hoan + St Joseph Luu) are open for booking to all parishioners / non parishioners.
2. This facility is granted on a “first come first served basis”.
3. Bookings are for 2 nights and 3 days. Any extension Fr has to give approval.
4. Cost per night : RM400 for Parishioners.

Cost per night : RM500 for Non Parishioners

Deposit : RM100 (cleaning charges)

1. The Prayer Rooms are considered booked once the booking form is duly filled, signed and payment made.
2. The Prayer Rooms must be left vacant and all debris removed after the funeral service. Your co-operation is very much appreciated for the consideration of other users who want to utilize this facility with immediate effect.
3. **No** erection of canopies allowed
4. When holding a wake:-
* Do not fix extra lights, sound system or water-coolers without prior permission.
* Electricity may not be tapped from other parts of the building.
* All prayers must be completed by 11.00pm
* The Church gates will be closed at 11.30pm
* The Parish is not responsible for any damage, accident or loss of property incurred within this period.
* The Prayer Rooms and its surrounding must be kept clean and all litter must be properly disposed off.
* Vehicles must be parked within the parking space provided.
* The Prayer Rooms air-con is to be switched off at midnight, leaving only the casket area on. The door to be closed. Candles can be placed on the stands provided and must be put out before departing.
1. **Non-Parishioners are to take note of the following**
* They are to make their own arrangements with their respective Parish Priest for Funeral Service/Mass.
* CHS facilities can be utilized for Funeral Service or Mass but take note that you have to inform the staff at least one day in advance.
* Kindly arrange with your own parish community for the celebrant, readers, commentators and choir to assist at the service.
1. Alcohol / Gambling is prohibited at the Prayer Rooms and within the church compound.
2. No cooking. Only prepared food under heat allowed.
3. For newspapers obituaries, venue of the service should read as “ at St John Hoan (Prayer Room 1) or St Joseph Luu (Prayer Room 2- to be used first).of the Cathedral of the Holy Spirit Penang.
4. No caskets/ bodies to be received after 10.00pm – 9.00am
5. Option- to look into security if the need be

If the above conditions are agreeable to you, kindly fill up the Registration Form and confirm your booking with the necessary payment together with a photocopy of Death Certificate (for record purposes) at the Parish Office.

SIGNATURE :……………………………………………………. DATE:…………………………………………………….