



## LOYOLA COLLEGE COMPANIONS HALL

### CONDITIONS OF HIRE AGREEMENT

1. All groups and individuals requesting the use of the Loyola College Companions Hall must sign this agreement to abide by the conditions listed below.
2. Applications:  
Applications should be made in writing and will be managed by the Loyola College Community Liaison Officer on behalf of the Principal (as Executive Officer of the College Board).

The College (through the Principal) reserves the right to refuse the hire of the facilities to any party without stating reasons for doing so.

The College (through the Principal) reserves the right to vary bookings to cater for school needs when at least one week's notice is given regarding such variations.

3. Facilities Available for Hire:
  - Foyer and the main hall with addition of any or all of the following
    - Stage
    - Change rooms
    - Theatrette (upstairs).

During school time, the facilities are available exclusively for school purposes (until approx. 5.00pm).

Whilst the College may vary the days/hours depending on its needs (eg. Cleaning etc.) the facilities are generally available:

- Monday to Friday 5.00pm to 12 midnight
- Saturday and Sunday 8.00am to 12 midnight

Note: Amplified music/noise may only be operated as follows:

- Monday to Thursday until 10.00pm
- Friday & Saturday until midnight
- Sunday until 10.00pm.

The Companions Hall is not normally available during school holiday periods but can be made available by advance negotiation. The hirer will need to apply in writing for any variation to the normal agreed hiring days/times. Due to Permit restraints no variation can be made to finish times or amplified music restrictions times.

4. All charges (as determined by the Principal) in connection with the use of the property, furniture or equipment, must be paid in full to the Community Liaison Officer. Casual hirers must pay for their booking prior to the use of the facility. Hirers using the facility on an ongoing regular basis must pay a full school term in advance. An invoice will be issued and payment (in full) is required at least 14 days prior to the commencement of hiring.
5. Current charges are:
  - Companions Hall & Foyer (incl. toilets) \$400 per day/night (plus GST)
  - Use of Hall Sound, Screen and/or Lighting \$150 per day/night (plus GST)
  - Theatrette By negotiation

An extra labour charge is incurred if Loyola staff are required to set up chairs and/or tables and/or control Audio Visual equipment.

A non-refundable deposit of \$100 is required once the Hiring Application is approved. Balance of payment is due two weeks prior to the hiring date. A bond of \$500 is required two weeks prior to the hiring date, and is refunded after hiring (on the provision that all conditions of the hiring agreement have been met).

6. All cancellations or variations of the date and time must be made in writing with the Community Liaison Officer (Mrs Dianna Alonso) not less than two weeks before the date of hire. Mrs Alonso can be contacted on 9433 0228 or via email on [alonsod@loyola.vic.edu.au](mailto:alonsod@loyola.vic.edu.au).

Cancellation before two weeks prior to commencement of hire will result in a loss of deposit. Cancellation within the two weeks prior to commencement of hire will incur a 50% charge of the total hire cost. No credit or refund will be given for any cancellations and/or variation of the date/time during the hiring period.

7. All hirers must demonstrate to the Business Manager prior to hiring that they carry adequate Public Liability Insurance Policy.

8. All legal requirements for the conduct of activity will be complied with.

9. Liability:

Neither the Loyola College Board nor its nominated representatives, its officer, nor any other person acting on behalf of the College shall be liable for any loss or damage or legal liability incurred by the hirer. The Hirer must produce a copy of the Public Liability Insurance Policy at the time of application for hire. No responsibility will be taken by the College for equipment belonging to the hirer, which is stored in College buildings and/or on College grounds, at any time.

10. Refusal to Hire:

The Principal, (acting on behalf of the Board), reserves the right to refuse any application for the hire, and with reasonable notice and in exceptional circumstances, revoke approval to hire.

11. Sub-Letting:

The hirer who makes an application for use of the Companions Hall shall not 'sub-let' to any other person or body.

12. Copyright:

Responsibility for infringement of copyrights or performing rights will rest solely with the hirer.

13. It shall be at the discretion of the College (via the Principal) to require the Hirer of the Companions Hall to supply a full detailed written description of the intended program.

14. No unauthorised activity without the appropriate permit (from Loyola and/or licensing authorities) shall take place in any part of the building or school grounds.

15. Footwear:

The Hirer is responsible for ensuring only approved white soled and non- scuff shoes are permitted for sport activities in the Companions Hall. Any breaches may lead to substantial costs being determined against the Hirer under Clause 17 of this Agreement.

16. The floor surface of the Companions Hall must be left in a fit state of cleanliness and tidiness for the next user, as must any school property and furniture or equipment. All

rubbish, refuse and waste matter must be disposed immediately in the bins provided. If extra bins are required there will be an extra charge deducted from the bond.

17. Damage occurring to any of the school property, furniture, equipment or external court surface whilst being used by the hirer, shall be paid for by the hirer at such costs as determined by the Principal in consultation with the College Business Manager. Any damages affecting security or other security breaches, must be reported to the Cleaner on duty (or if not available an authorised member of staff) prior to leaving the premises, or the hirer will be subject to charges for any loss not otherwise recovered. Contact telephone numbers and other relevant matters for this purpose are contained in Clause 29.
18. The floors, walls or any other parts of the building must not be pierced or broken by nails, screws, or any other means.
19. No fittings, decorations, posters, advertisements, flags, shields or emblems shall be erected, fixed, hung, or displayed in the building without the consent of the Business Manager.
20. No food, drink or other liquid is permitted into the Companions Hall except for appropriate sport drinks (such as 'Powerade') used during sport activities. No alcoholic or intoxicating liquor or beverage shall be brought into or consumed on the College campus unless the Principal approves of the permit being applied for by the hirer. A copy of the permit must be provided to the Business Manager prior to the function.
21. Equipment Use:
  - a) Hirer's equipment use is by negotiation with the Principal and/or Business Manager unless otherwise covered by Application to Hire.
  - b) Hirer's equipment, properties and accessories pertaining to any bookings will not be permitted on the premises earlier than the day of hiring.
  - c) The hirer shall leave all College equipment and fixtures in good order and condition.
  - d) When a hiring concludes, arrangement shall be made for the immediate removal of all hirer's equipment.
  - e) No appliances and/or equipment (eg radiators, sound and lighting equipment) shall be brought on to the campus without the approval of the Business Manager.
22. When hiring separate areas of the Companions Hall (foyer, main hall, theatrette and stage) access is not permitted into the other areas.
23. There is to be no sitting or standing on the stage if this area is not being hired.
24. Smoking shall not be permitted anywhere on the College campus at anytime.
25. No obscene or insulting language or disorderly behavior shall be permitted anywhere on the College campus.
26. No animals shall be allowed in buildings or on College grounds.
27. The hirer shall be responsible for the parking of vehicles in the school grounds. Vehicles must be parked in the designated carparks. Loyola will not be responsible for any damage to vehicles parked in the College grounds.

- 28. Keys:**  
Should the hirer be issued with keys they will be given on the strict understanding that they will be taken care of in a responsible manner by the person signing the Hire Agreement. Loss of keys will mean replacement locks and keys at the expense of the Hirer. Such keys issued shall be returned by or on behalf of the person who had signed the Hire Agreement.
- 29. Call-Outs:**  
In the event of a need for emergency contact, the hirer is responsible for advising the Loyola College cleaners on duty at the time (Mon-Fri until 11.00pm and Saturday 8.00am-500pm). On Saturday the College Cleaners on duty are: John Turner (8:00am-12.30pm) and Vidan Ristevski (12.30pm-5.00pm). They can be contacted on 0419 884 857. Outside of these times the Facilities Manager (Wayne Hall) can be contacted on 0400 557 909 or the Business Manager (Mark Arnavas) on 0402 410 518, or Dianna Alonso on 0409 941 779. If unable to contact Loyola staff in the event of an emergency (eg intruders, disturbances, fire) please call the emergency line '000'.
- 30. Authorised College staff shall be entitled to free access to all parts of the Companions Hall during the hiring (should the need arise).**
- 31. In the event of any dispute or difference arising as to the interpretation of these conditions, or any matter or thing contained herein, the decision of the Loyola College Board through the Principal therein shall be final and conclusive.**

**I have read, understood and agree with all the terms and conditions (1-31) of this Conditions of Hire Agreement for the Companions Hall.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**NAME OF PERSON RESPONSIBLE:** \_\_\_\_\_

**HIRER (ORGANISATION)** \_\_\_\_\_

**ADDRESS OF HIRER (ORGANISATION)** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER OF REPRESENTATIVE: (H)** \_\_\_\_\_

**(W)** \_\_\_\_\_ **(MOBILE)** \_\_\_\_\_