



Loyola College Companions Hall - Hiring Application Form

I/We hereby make application to hire:

Companions Hall inc. Foyer Use of Hall Sound, Screen &/or Lighting Theatrette

Required Date(s): _____

Required set up time: _____ Required start time: _____ Required finish time: _____

Purpose of Hiring: _____

Please state if any association with the College _____

Number of people attending _____

Furniture set up requirements _____

I/We hereby undertake, upon approval of this application, to comply in all respects to the Conditions of Hire, a copy of which has been provided to me, and to make all payments as required by the Conditions of Hire and as stated below:

Signature of Applicant/s

Date

Name of Applicant/s: _____

Name of Organisation: _____

Address: _____

Telephone / Mobile / Fax No: _____

Email: _____

Please return completed form to:

Mrs Dianna Alonso:
Community Liaison
Loyola College
325 Grimshaw Street, Watsonia 3087
Phone: 9433 0228 / 0409 941 779

Email: alonsod@loyola.vic.edu.au

HIRING CHARGES:

Companions Hall & Foyer (including 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 furniture and/or control Audio Visual equipment.

Please note: A non-refundable deposit of \$100 is required on approval of this Application.
Balance of payment is due two weeks prior to the hiring date.
A bond of \$500 is required two weeks prior to hiring date, and is refunded after hiring (on the provision that all conditions of the hiring agreement have been met).
For cancellations, refer to the Conditions of Hire Agreement.