



# Loyola College Companions Hall – Sporting Facilities 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 start time: \_\_\_\_\_ Required finish time: \_\_\_\_\_

Ongoing hire: required day of week and frequency \_\_\_\_\_

Purpose of Hiring: \_\_\_\_\_

Please state if any association with the College \_\_\_\_\_

Number of people attending \_\_\_\_\_

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](mailto:alonsod@loyola.vic.edu.au)

**HIRING CHARGES:**

Sport: Separate hiring of main hall, foyer, theatrette and external courts: \$35 (plus GST) for the first hour of use and \$28 (plus GST) for every hour thereafter.

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

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.  
For ongoing regular hiring, payment of one school term is required in advance.  
For cancellations refer to the Conditions of Hire Agreement.  
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).