



Loyola College Hospitality Centre Hiring Application Form

I/We hereby make application to hire:

Function Room Student Training Restaurant Hospitality Kitchen Courtyard

Name of Applicant: _____

Name of Organisation: _____

Address: _____

Telephone / Mobile / Fax No: _____

Email: _____

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 Hiring, a copy of which has been provided to me:

Signature of Applicant

Date

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:

Function Room: (including bar, toilets)	\$250 per day/night (plus GST)
Student Training Restaurant	\$100 per day/night (plus GST)
Hospitality Kitchen	\$250 per day/night (plus GST)
Old Loyola Courtyard	\$100 per day/night (plus GST)

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.