



# Loyola College Companions Hall - Hiring Application Form

I/We hereby make application to hire:

- Companions Hall                       Use of Hall Sound, Screen &/or Lighting                       Theatrette
- Stage                                       Kitchen

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

**HIRING CHARGES:**

Companions Hall (including foyer & toilets)	\$550 (plus GST) per day/night
Use of Hall Sound, Screen and/or Lighting	\$150 (plus GST) per day/night
Stage	\$50 (plus GST) per day/night
Kitchen	\$50 (plus GST) per day/night
Theatrette and change rooms	By Negotiation

Extra charges will apply for provision and set up of furniture and/or audio visual equipment.

Use of Hall for set up will incur an hourly rate of \$40 per hour (plus GST) with a minimum of 2 hours charged.

Please note: A non-refundable deposit of \$200 is required on approval of this Application.

Balance of payment is due two weeks prior to the hiring date.

A bond of \$1,000 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.