



Loyola College Companions Hall – Sporting Facilities Hiring Application Form

I/We hereby make application to hire:

Companions Hall

Stage

Kitchen

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

HIRING CHARGES:

Companions Hall (including foyer & toilets)

\$40 (plus GST) per hour, minimum 2 hours

\$550 (plus GST) per day/night (6 hours or more)

Stage

\$50 (plus GST)

Kitchen

\$50 (plus GST)

Change rooms

By negotiation.

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.

For ongoing regular hiring, payment of one school term is required in advance.

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.