



## LOYOLA COLLEGE HOSPITALITY CENTRE CONDITIONS OF HIRING

1. All groups and individuals requesting the use of the Loyola College Hospitality Centre or part thereof (**'Function Room'**, **'Student Training Restaurant'**, **'Hospitality Kitchen'** and **Old Loyola Courtyard**) must sign this agreement to abide by the conditions listed below.

2. Bookings:

Bookings are made by completing the Hiring Application Form and will be managed by the Loyola College Community Liaison Officer on behalf of the Principal (as Executive Officer of the College Board). The Hirer must demonstrate an association with the College.

The College through the Principal reserves the right to refuse the hiring of the facilities to any group/individual without stating reasons for doing so.

3. Availability:

Generally, due to school use, facilities are not available from Monday to Friday. On weekends, availability is strictly from 8.00am to 12 midnight.

4. All advertised hiring charges (detailed on the application form) must be paid in full to the Community Liaison Officer prior to the commencement of the hiring. A non-refundable deposit of \$200 is required once the Hiring Application is approved. Balance of payment is due two weeks prior to the hiring date. A bond of \$600 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)

5. All cancellations or variations of dates/times must be made in writing with the Community Liaison Officer (Mrs Dianna Alonso) not less than two weeks before the proposed date of hire. Mrs Alonso can be contacted on 9433 0228 or via email at [alonsod@loyola.vic.edu.au](mailto:alonsod@loyola.vic.edu.au)

Cancellation before two weeks prior to commencement of the hiring period will result in loss of deposit. Cancellation within the two weeks prior to commencement of hire will incur a 50% charge of the total hire cost. No credit or refund will be given for cancellations and/or variations of the date/time during the hiring period.

6. Depending on the function, event, and activity, hirers/organisations may need to demonstrate to the Business Manager (prior to hiring) that they carry adequate Public Liability Insurance Policy

7. Liability:

The College, its Board, nominated representatives/officers, or any other person acting on behalf of the College shall not be liable for any loss or damage or legal liability incurred by the hirer. No responsibility will be taken by the College for equipment belonging to the hirer, which is stored in College buildings and/or on College grounds, at any time.

8. The hirer shall not 'sub-hire' the facilities to any other person or organisation. This includes the facility being hired and external areas.

9. No unauthorised activity (without the appropriate permit from Loyola and/or licensing authorities) shall take place in any part of the grounds and/or buildings.

10. Children under the age of 18 must be supervised by adults at all times.
11. The hirer must leave the property and its surrounding areas in a clean and suitable condition. All rubbish, refuse and waste matter is to be placed in the bins provided. If extra bins are required there will be an extra charge deducted from the bond.
12. The hirer must ensure all floors are properly cleaned (swept and mopped). Cleaning materials are provided by the College.
13. If the premises are not left in a clean and suitable condition, the College will have the right to deduct all or part of the bond money in order to cover the cost of cleaning.
14. Excessive noise levels must be avoided (for respect of College neighbours). Sound systems are not permitted outside of the buildings without prior consent of the Business Manager. All sound systems inside the Hospitality rooms must be turned off by 12 midnight.
15. The premises must be vacated no later than 1:00am as security alarms are automatically set at this time.
16. Damage occurring to any of the school property, furniture or equipment whilst it is being used by the hirer, shall be paid for by the hirer at such costs as determined by the Principal in consultation with the College Business Manager. Any damages affecting property must be reported to the staff members (as noted in Clause 28) prior to leaving the premises, or the hirer will be subject to charges for any damage/loss not otherwise recovered. Contact telephone numbers and other relevant matters for this purpose are contained in Clause 28.
17. No fittings, decorations (such as streamers and balloons), posters, advertisements, flags, shields or emblems shall be attached to walls, doors, existing signage and poles on the College campus (inside and outside buildings) without the approval of the Business Manager.
18. Smoking shall not be permitted anywhere on the College campus.
19. Drugs shall not be permitted anywhere on the College campus. Drug-related criminal activity will not be tolerated on or near the campus.
20. No alcoholic or intoxicating liquor/beverage shall be consumed outside of the hospitality centre (on campus). Alcohol may be consumed (for private functions) inside the hospitality centre but not sold to patrons (either directly or indirectly via ticket sales). No alcohol and beverage (owned by the College and kept in the bar and/or cool room) shall be taken and/or consumed by the hirer.
21. No obscene or insulting language or disorderly behavior shall be permitted anywhere on the College campus.
22. No animals shall be allowed anywhere on the College grounds.
23. Vehicles must be parked in the designated areas. Loyola will not be responsible for any damage to vehicles parked within the College grounds.
24. Appliance and Equipment Use:
  - a) Equipment use is restricted to what is provided inside the Hospitality centre for the purpose of hiring (eg stoves, dishwasher, refrigerator, tables and chairs).
  - b) All loose equipment (i.e. utensils, plates, glasses, table linen etc) should be supplied by the hirer. Loose equipment owned by the College (and kept inside the kitchen) may not be used by the hirer without prior approval from the Business Manager.

- c) Should appliances or equipment be found missing at the end of the hiring, the hirer will be responsible for reimbursing the College for the replacement of such equipment. Such costs may be deducted from the bond.
  - d) No appliances and/or equipment (eg sound equipment, portable refrigeration) shall be brought on to the College campus without the approval of the Business Manager.
  - e) The hirer shall leave all appliances and equipment in a clean and working condition.
25. No fires are to be permitted to be lit (internally or externally). Additionally, no barbeques, spits or similar equipment are permitted to be used.
26. Keys:  
Keys will be given on the strict understanding that they will be taken care of in a responsible manner by the person signing the Hiring Application Form. Loss of keys will result in replacement locks and keys at the expense of the Hirer. Keys issued shall be returned by the person who signed the Hiring Application form.
27. Access is only permitted to the Hospitality Centre rooms being hired, and not other rooms/areas of the College.
28. Call-Outs:  
In the event of a need for emergency contact, the hirer is responsible for advising a Loyola College staff member. The staff that can be contacted are as follows:
- Dianna Alonso (Community Liaison): 0409 941 779
  - Wayne Hall (Facilities Manager): 0400 557 909
  - Mark Arnavas (Business Manager): 0402 410 518
- If unable to contact Loyola staff in the event of an emergency (eg intruders, disturbances, fire) please call the emergency line ‘000’.
29. The College reserves the right to check CCTV’s (camera footage) in order to monitor and check conditions of hire.
30. In the event of any dispute or difference arising as to the interpretation of these conditions, or any matter contained herein, the decision of the College (through the Principal) therein shall be final and conclusive.

**I have read, understood and agree with all the terms and conditions (1-30) of this Conditions of Hire Agreement for the Hospitality Centre.**

\_\_\_\_\_ **SIGNATURE** \_\_\_\_\_ **DATE**

**NAME OF PERSON RESPONSIBLE:** \_\_\_\_\_

**HIRER (ORGANISATION)** \_\_\_\_\_

**ADDRESS OF HIRER (ORGANISATION)** \_\_\_\_\_

\_\_\_\_\_  
**PHONE NUMBER OF REPRESENTATIVE: (H)** \_\_\_\_\_

**(W)** \_\_\_\_\_ **(MOBILE)** \_\_\_\_\_