



# 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 \_\_\_\_\_

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)

\$40 (plus GST) per hour, minimum 2 hours, any hour thereafter (or part thereof) is \$40 (plus GST)

\$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.

## **HIRE DETAILS (must be completed for the Application to be considered)**

Provide details of all proposed activities
Specify any College furniture/equipment required (eg. Tables, chairs, partitions) and set up
Specify own furniture/equipment being used (including hired equipment)
Specify intended use of stage area (including set up requirements)
Is the College lighting system required?
Is the College projector required? If so, specify purpose and time duration
Is the College sound system required? If so, specify purpose and time duration
Specify types of decorations/notices to be erected, location and method of putting up
Is the Hall kitchen required? If so, specify purpose and intended use (including College equipment and/or own equipment)
Detail any proposed heavy equipment to be used (eg display stands, ladders, scissor lift, storage boxes)
Are the Change room facilities required? If so, specify purpose and use
Any intended use of third parties? (eg. food/drink vans, entertainment activities/equipment)
Detail any specific parking requirements and approx. number of expected cars
Any activities proposed outside on College grounds? If so, provide details
Specify own/hired furniture and equipment to be held at the College overnight
Any other details the College needs to be aware of?

PLEASE NOTE: All details must be disclosed and any additions/changes must be advised to the College Community Liaison Officer. The College has the right to refuse or cancel the hire at any time.