



Loyola College Hospitality Centre Hiring Application Form

I/We hereby make application to hire:

Function Room Student Training Restaurant Hospitality Kitchen Courtyard

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: _____

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), understood and answered all Hire Details, 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:

Function Room: (including restaurant, toilets)	\$300 per day/night (plus GST)
Student Training Restaurant	\$150 per day/night (plus GST)
Hospitality Kitchen	\$250 per day/night (plus GST)
Old Loyola Courtyard	\$150 per day/night (plus GST)

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 \$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).
 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 any intended use of own/hired lighting equipment (including set up requirements)
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
Will amplified music be played? If so, specify how (own speakers, disc jockey, band etc) and location
Specify types of decorations/notices to be erected, location and method of putting up
If the kitchen is required, specify purpose and intended use (including College equipment and/or own equipment)
Specify catering set up and location. Will an external caterer be used? If so, do they carry insurance?
If the courtyard is required, specify purpose and intended use/activities
Detail any proposed heavy equipment to be used (eg display stands, ladders, scissor lift, storage boxes)
Any intended use of third parties? (eg. food/drink vans, entertainment activities/equipment)
Will alcohol be consumed? If so, will it be sold directly or indirectly via ticket sales?
Specify how and where alcohol will be served? Will a special bar be brought in?
Detail any specific parking requirements and approx. number of expected cars
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.