



## LOYOLA COLLEGE COMPANIONS HALL CONDITIONS OF HIRE AGREEMENT

1. All groups and individuals requesting the use of the Loyola College Companions Hall 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 College Administrative Assistant on behalf of the Principal, as Executive Officer of Melbourne Archdiocese Catholic Schools (MACS). The Administrative Assistant (Mrs Sonia Lotter) can be contacted on 9433 0205 or via email: [lotters@loyola.vic.edu.au](mailto:lotters@loyola.vic.edu.au)

The College (through the Principal) reserves the right to refuse the hire of the facilities to any party without stating reasons for doing so.

The College (through the Principal) reserves the right to vary bookings to cater for school needs with at least two week's notice given regarding such variations.

3. Facilities available for Hire:

- Main hall, foyer and toilets, with addition of any or all of the following:
  - Stage
  - Kitchen
  - Change rooms
  - Theatrette (upstairs).

During school time, the facilities are available exclusively for school purposes (until approx. 5.00pm).

Whilst the College may vary the days/hours depending on its school needs, the facilities are generally available:

- Monday to Friday                    5.00pm to 11.00pm
- Saturday and Sunday                8.00am to 11.00pm

Note: Amplified music/noise may only be operated indoors and as follows:

- Monday to Thursday                until 10.00pm
- Friday & Saturday                    until 11.00pm
- Sunday                                    until 10.00pm.

The Companions Hall is not normally available during school holiday periods but can be made available by advance negotiation. Due to Permit restraints no variation can be made to finish times or amplified music restrictions times. Hence, events should finish by the closing times specified above. Hirers must allow sufficient time for re-instating the hall the way it was, in order to vacate the premises/grounds before midnight. Security alarms are automatically set at midnight. If the hirer does not vacate the premises/grounds by midnight, the College will charge the hirer a fee of \$250 (to be deducted from the bond) to cover for additional security costs.

4. All charges (as determined by the Principal) in connection with the use of the property, furniture or equipment, must be paid in full to the College Finance Department. Casual hirers must pay for their booking prior to the use of the facility. Hirers using the facility on an ongoing regular basis must pay a full school term in advance. An invoice will be issued and payment (in full) is required at least 14 days prior to the commencement of hiring.

5. Current charges are:
  - Companions Hall (incl. foyer & toilets) \$600 per day/night (plus GST)
  - Use of Hall Sound, Screen and/or Lighting \$180 per day/night (plus GST)
  - Stage \$100 per day/night (plus GST)
  - Kitchen \$100 per day/night (plus GST)
  - Theatrette and change rooms By negotiation

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

A non-refundable deposit of \$300 is required once the Hiring Application is approved. Balance of payment is due two weeks prior to the hiring date. A bond of \$1,000 is required two weeks prior to the hiring date, and is refunded after hiring (on the provision that all conditions of the hiring agreement have been met).
6. All cancellations or variations of the date and time must be made in writing to the Finance Assistant (Mrs Natalie Bell) not less than two weeks before the date of hire. Mrs Bell can be contacted on 9433 0709 or via email: belln@loyola.vic.edu.au.
 

Cancellation before two weeks prior to commencement of hire will result in a 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 any cancellations and/or variation of the date/time during the hiring period.
7. All hirers must demonstrate to the Business Manager prior to hiring that they carry adequate Public Liability Insurance Policy.
8. All legal requirements for the conduct of activity will be complied with.
9. Liability:  
Neither MACS nor its nominated representatives/officers, and any other person acting on behalf of the College shall be liable for any loss or damage or legal liability incurred by the hirer. The Hirer must produce a copy of the Public Liability Insurance Policy at the time of application for hire. 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.
10. The Principal (acting on behalf of MACS), reserves the right to refuse any application for the hire, and with reasonable notice and in exceptional circumstances, revoke approval to hire at any time.
11. The hirer shall not 'sub-hire' the facilities (buildings and/or grounds) to any other person or organization for other uses. This includes the use of food/drink vans and entertainment providers being hired for the function/event stated on the application.
12. Responsibility for infringement of copyrights or performing rights will rest solely with the hirer.
13. It shall be at the discretion of the College (via the Principal) to require the Hirer of the Companions Hall to supply a full detailed written description of the intended use of hire.
14. No unauthorised activity without the appropriate permit (from Loyola and/or licensing authorities) shall take place in any part of the building or school grounds.
15. The Hirer is responsible for ensuring only approved footwear i.e. white soled and non-scuff shoes are permitted for activities conducted in the Companions Hall. Any breaches may lead to substantial costs being determined against the Hirer under Clause 17 of this Agreement.

16. All surfaces (floors, benches etc), must be left as they were at the beginning of the hire and in a fit state of cleanliness and tidiness for the next user, as must any school property, furniture or equipment. All rubbish, refuse and waste matter must be disposed immediately in the bins provided. If extra cleaning and/or bins are required there will be an extra charge deducted from the bond.
17. Damage or loss occurring to any of the school property (including grounds, buildings, fixtures, fittings, furniture, equipment, walls, floors) whilst the premises are 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 security or other security breaches, must be reported to the staff members (as noted in Clause 32) 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 32.
18. The floors, walls or any other parts of the building must not be pierced or broken by nails, screws, or any other means.
19. No furniture and/or equipment is to be dragged/pushed along the floor.
20. There is to be no activity (eg tap dancing, ball related sports) that may cause damage to any part of the building, fixtures, fittings, furniture, equipment, walls and floors. All activities being conducted must be disclosed on the application form.
21. No fittings (including lights), decorations, posters, advertisements, flags, shields or emblems shall be erected, fixed, hung, or displayed in the building without the consent of the Business Manager.
22. No alcoholic or intoxicating liquor/beverage shall be brought onto the premises without prior approval of the Business Manager. Alcohol may not be consumed outside on College grounds. Also, alcohol may not be sold to patrons/guests (either directly or indirectly via ticket sales) unless a liquor license is obtained, and a copy must be provided to the Business Manager.
23. No fires are permitted to be lit (internally or externally). Additionally, no barbeques, spits or similar equipment are permitted to be used anywhere.
24. Equipment Use:
  - a) Hirer's equipment use is by negotiation with the Principal and/or Business Manager unless otherwise covered by Application to Hire.
  - b) Hirer's equipment, properties and accessories pertaining to any bookings will not be permitted on the premises earlier than the day of hiring.
  - c) The hirer shall leave all College equipment and fixtures in good order and condition.
  - d) When a hiring concludes, arrangement shall be made for the immediate removal of all hirer's equipment.
  - e) No appliances and/or equipment (eg radiators, sound and lighting equipment) shall be brought on to the campus without the approval of the Business Manager.
25. When hiring certain areas of the Companions Hall (such as main hall, foyer and stage) access is not permitted into the other areas. There is to be no sitting or standing on the stage if this area is not being hired.
26. Smoking shall not be permitted anywhere on the College campus at anytime.

27. No obscene or insulting language or disorderly behavior shall be permitted anywhere on the College campus.
28. No animals shall be allowed in buildings or on College grounds.
29. The hirer shall be responsible for the parking of vehicles in the school grounds. Vehicles must be parked in the designated carparks. Loyola will not be responsible for any damage to vehicles parked in the College grounds.
30. Should the hirer be issued with keys they will be given on the strict understanding that they will be taken care of in a responsible manner by the person signing the Hire Agreement. Loss of keys will mean replacement locks and keys at the expense of the Hirer. Such keys issued shall be returned by or on behalf of the person who had signed the Hire Agreement.
31. On exit, the hirer is responsible for turning off all equipment, cooling system, lights, as well as closing/locking all doors and external gates. Failure to do so may result in the withholding of the bond or part thereof.
32. 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:
  - Albert Ibrahim (Facilities Manager): 0419 884 857
  - Darrin Day (Business Manager): 0427 574 844
  - Natalie Bell (Finance Department): 0409 579 466If unable to contact Loyola staff in the event of an emergency (eg intruders, disturbances, fire) please call the emergency line '000'.
33. Authorised College staff shall be entitled to free access to all parts of the Companions Hall during the hiring (should the need arise).
34. The College reserves the right to check CCTV's (camera footage) in order to monitor and check conditions of hire.
35. In the event of any dispute or difference arising as to the interpretation of these conditions, or any matter contained herein, the decision of Loyola College (through the Principal therein) shall be final and conclusive.
36. Due to COVID-19 restrictions set by Government Authorities, the hirer will be responsible to abide by such regulations in relation to the number of guests/patrons (including the hirer and organisers) permitted to attend the event. The hirer and guests/patrons will also be required to abide by social distancing regulations. The hirer will be responsible for any fines issued by the Police, including fines issued to the College.

**I have read, understood and agree with all the terms and conditions (1-36) of this Conditions of Hire Agreement for the Companions Hall.**

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

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

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

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

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

\_\_\_\_\_

**CONTACT NUMBERS: (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_ **(M)** \_\_\_\_\_