



Loyola College Companions Hall - Hiring Application Form

I/We hereby make application to hire:

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Companions Hall | <input type="checkbox"/> Use of Hall Sound, Screen &/or Lighting | <input type="checkbox"/> Theatrette |
| <input type="checkbox"/> Stage | <input type="checkbox"/> Kitchen | |

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 Sonia Lotter:
Administrative Assistant
Loyola College
325 Grimshaw Street, Watsonia 3087
Phone: 9433 0205

Email: lotters@loyola.vic.edu.au

HIRING CHARGES:

Companions Hall (including foyer & toilets)	\$600 (plus GST) per day/night
Use of Hall Sound, Screen and/or Lighting	\$180 (plus GST) per day/night
Stage	\$100 (plus GST) per day/night
Kitchen	\$100 (plus GST) per day/night
Theatrette and change rooms	By Negotiation

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

Use of Hall for set up will incur an hourly rate of \$50 per hour or part thereof (plus GST) with a minimum of 2 hours charged.

- Please note:
- A non-refundable deposit of \$300 is required on approval of this Application.
 - Balance of payment is due two weeks prior to the hiring date.
 - 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 and/or own lights intended to be brought in? Specify type of lights and the location of use
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)
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)
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
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.