VENUE HIRE APPLICATION FORM – CASUAL HIRE

Name of Organisation (if applicable): ___________________________________________________________
Contact Name: ____________________________________________________________  ___________________
Postal Address: ____________________________________________________________  ___________________
Suburb: ___________________________                  Postcode: ______________________
Phone: ___________________________                    Mobile: ___________________________  ___________________
Email: ____________________________________________________________  ___________________

DATE OF EVENT: ______________________________________________________________________
Times Required:          Start: ________________ __     Finish: __________________ ______________________________________________________________________
Incl Set Up)                                             (Incl Clean Up)
Event Description: ____________________________________________________________  ___________________
Number of people expected to attend: __________________ Will you be serving alcohol: YES / NO

PREFERRED VENUE:

☐ Mary MacKillop Performance Centre – 2 courts & Stage $100 per hour
☐ Mary MacKillop Performance Centre – Stage $40 per hour
☐ Mary MacKillop Performance Centre – Court 1 $40 per hour
☐ Mary MacKillop Performance Centre – Court 2 $40 per hour
☐ Bobbio Restaurant – Room 1 $35 Per hour
☐ Bobbio Restaurant - Room 2 $35 per hour
☐ Bobbio Café $POA
 (Available only by special arrangement)
☐ Albion $20 per hour
☐ Tennis Courts $10 per hour
☐ Cricket Nets / Futsal Court $20 per hour
☐ Oval – Hennessey $POA
☐ Oval – Torrisi $POA
☐ Oval - 3 $POA

ADDITIONAL REQUIREMENTS

☐ Gate Access
☐ Security
☐ Keys/Toilets
☐ AV Facilities
☐ Tables
☐ Chairs
☐ Catering by St Columban’s
☐ External Caterers
☐ Other ________________________  _______________________

A MINIMUM OF 4 HOURS IS REQUIRED FOR HIRE OF THE MARY MACKILLOP PERFORMANCE CENTRE & BOBBIO RESTAURANT ON WEEKENDS AND PUBLIC HOLIDAYS

Details of any external service providers (eg. caterers, activities): ____________________________________________________________  ___________________

____________________________________________________________________________________________

I acknowledge that I have read and understand St Columban’s College Venue Hire General Conditions and agree to abide by the said conditions.

Signature: ____________________________________________________________  ___________________
Date: ______________________

Name: ____________________________________________________________  ___________________

YOUR BOOKING WILL NOT BE CONFIRMED UNTIL ALL NECESSARY PAPERWORK HAS BEEN RECEIVED BY THE COLLEGE INCLUDING, A SIGNED COPY OF THE "ST COLUMBAN’S COLLEGE HIRE AGREEMENT" AND A COPY OF YOUR CURRENT PUBLIC LIABILITY INSURANCE. A 20% DEPOSIT IS ALSO REQUIRED.