

St Columban's College

100 McKean Street, Caboolture QLD 4510 | PO Box 1254, Caboolture QLD 4510

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VENUE HIRE APPLICATION FORM – CASUAL HIRE

Name of Organisation (if applicable): _____

Contact Name: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Phone: _____ Mobile: _____

Email: _____

DETAILS

DATE OF EVENT: _____

Times Required: Start: _____ (Incl Set Up) Finish: _____ (Incl Clean Up)

Event Description: _____

Number of people expected to attend: _____ Will you be serving alcohol: YES / NO

IF YES, APPLICABLE LIQUOR LICENCE IS TO BE PROVIDED

PREFERRED VENUE:

- | | |
|---|----------------|
| <input type="checkbox"/> Mary MacKillop Performance Centre – 2 courts & Stage | \$100 per hour |
| <input type="checkbox"/> Mary MacKillop Performance Centre – Stage | \$ 40 per hour |
| <input type="checkbox"/> Mary MacKillop Performance Centre – Court 1 | \$ 40 per hour |
| <input type="checkbox"/> Mary MacKillop Performance Centre – Court 2 | \$ 40 per hour |
| <input type="checkbox"/> Bobbio Restaurant – Room 1 | \$ 35 Per hour |
| <input type="checkbox"/> Bobbio Restaurant - Room 2 | \$ 35 per hour |
| <input type="checkbox"/> Bobbio Café | \$ POA |
| <small>(Available only by special arrangement)</small> | |
| <input type="checkbox"/> Albion | \$ 20 per hour |
| <input type="checkbox"/> Tennis Courts | \$ 10 per hour |
| <input type="checkbox"/> Cricket Nets / Futsal Court | \$ 20 per hour |
| <input type="checkbox"/> Oval – Hennesey | \$ POA |
| <input type="checkbox"/> Oval – Torrasi | \$ POA |
| <input type="checkbox"/> Oval - 3 | \$ POA |

ADDITIONAL REQUIREMENTS

- | |
|--|
| <input type="checkbox"/> Gate Access |
| <input type="checkbox"/> Security |
| <input type="checkbox"/> Keys/Toilets |
| <input type="checkbox"/> AV Facilities |
| <input type="checkbox"/> Tables |
| <input type="checkbox"/> Chairs |
| <input type="checkbox"/> Catering by St Columban's |
| <input type="checkbox"/> External Caterers |
| <input type="checkbox"/> 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.