

ST MARK'S COLLEGE

FACILITY/EQUIPMENT HIRE AGREEMENT



1. This Agreement is made between

Name of Hiring Organisation (Hirer):

.....

Authorised and Responsible Person:

.....

Address:

.....

Contact Number:

.....

Email:

.....

And

St Mark's College.

2. **Bank Account Details for Refund of the Bond:**

Account Name:

.....

BSB: **Account Number:**

3. **St Mark's College agrees to allow the Hirer use of the Facility/Equipment:**

Available for Public Hire

- ☐ St Mark's Sports Centre
- ☐ Good Samaritan Hall
- ☐ Benedict Oval
- ☐ Bosco Oval
- ☐ Benedict Chapel
- ☐ Bosco Chapel

Diocese Hire or Special Approval Only

- ☐ BGC
- ☐ Bosco Centre
- ☐ Home Economics Centre
- ☐ John Mullin Science Centre
- ☐ Trade Skills Centre
- ☐ Salesian House
- ☐ Other.....

For the purpose of

- ☐ Training/Rehearsals
- ☐ Competition
- ☐ Conference/Retreat
- ☐ Social Event

Equipment Hire

- ☐ PA System
- ☐ Conference System
- ☐ Sporting Equipment
- ☐ Chairs No.....
- ☐ Tables No.....
- ☐ Theatre Mode
- ☐ Hire of Technician
- ☐ BBQ Trailer Hire

Key(s) and Security Alarm Required:

.....

Specifically (Describe the hire event, approximate participants, any requests. Include any sales, attachments to Ceilings, Walls or Floors; and any equipment to be brought onto the St Mark's College grounds):

.....

.....

Once off Hire:

From: Time:

To : Time:

OR Weekly Recurrent Hire:

From: To:

- | | | |
|------------------------------------|-------------------|-----------------|
| <input type="checkbox"/> Monday | Start Time: | End Time: |
| <input type="checkbox"/> Tuesday | Start Time: | End Time: |
| <input type="checkbox"/> Wednesday | Start Time: | End Time: |
| <input type="checkbox"/> Thursday | Start Time: | End Time: |
| <input type="checkbox"/> Friday | Start Time: | End Time: |
| <input type="checkbox"/> Saturday | Start Time: | End Time: |
| <input type="checkbox"/> Sunday | Start Time: | End Time: |

Inclusive.

4. The Hirer agrees to pay St Mark's College the sum of:

\$._____ in total which includes the Facility/Equipment Hire Fee, Extras and:

A deposit of \$.....on confirmation of hire to the College immediately

A bond of \$.....paid 7 days prior to the hire date
(This bond, less the cost of repairing damage, is refundable – See Conditions of Hire)

for the use of the Facility/Equipment.

5. The Hirer has read and acknowledged the St Mark's College Conditions of Hire and agrees to those conditions. Has attached the following documents (please tick)

- Completed Conditions of Hire
- Risk Assessment
- Current Public Liability Certificate

6. This agreement is not valid until both the Hirer and St Mark's College have signed:

Signed for and on behalf of the Hirer: Dated:.....

Authorised Person Signature: _____ Authorised Person Name and Position: _____

Signed for and on behalf of St Mark's College: Dated:

Authorised Person Signature: _____ Authorised Person Name and Position: _____