



**DE LA SALLE  
COLLEGE**

**De La Salle College**  
Incorporated in Victoria  
ABN 60 134 337 778

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Victoria 3144 Australia

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**Individual / Organisation making application**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Contact: Work:** \_\_\_\_\_ **Home:** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Purpose for which the facility is being hired/used:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date/s Required:**

**Time/s Required (From/To)**  
**(Include set up & pack up time)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Security Deposit: \$** \_\_\_\_\_

**Estimated Attendance of People:** \_\_\_\_\_

# USE / HIRE AGREEMENT

1. This agreement is made between:

**De la Salle College (“College”)**

and

\_\_\_\_\_ (“User/Hirer”)

2. The College agrees to allow the User/Hirer use of the College oval/facilities as marked in the application form from \_\_\_\_\_ to \_\_\_\_\_ inclusive.
3. The User/Hirer agrees to pay the College the sum of \$\_\_\_\_\_ for use of the Oval/Facilities.
4. The College is not liable to the User/Hirer for any loss suffered by the User/Hirer arising out of the User’s/Hirer’s use of the College oval/facilities. The User/Hirer releases the College from any claim made against the College arising out of, in connection with or caused by the User’s/Hirer’s use of the College Oval / Facilities.
5. The User/Hirer indemnifies the College from and against all claims, demands, actions, costs and expenses arising out of, in connection with or caused by the User’s/Hirer’s use of the College Oval /facilities.
6. The User/Hirer agrees to effect public liability insurance from an amount of not less than \$10 million per occurrence and to provide a Certificate of Currency to the College prior to commencement of the hire period. The User/Hirer agrees to keep the policy in force for the duration of the Use/hire period and supply a copy of the College.
7. The User/Hirer agrees to reimburse the College for the full cost of repairing any damage caused to the College oval or facilities during the hire period.
8. The User/Hirer agrees to notify the College of all injuries or damage arising out of the User’s/Hirer’s use of the College oval/facilities within 7 days of becoming aware of the injury or damage.
9. The User/Hirer acknowledges receipt of the Conditions of Hire of the College oval / facility and agrees to those conditions.

**Signed for the User/Hirer:**

**Signed for the College:**

\_\_\_\_\_

\_\_\_\_\_

Name:

Name:

Date:

Date:

# CONDITIONS OF HIRE OF COLLEGE OVAL

1. Applications for use of the College oval must be in writing using the form provided.
2. A bond of \_\_\_\_\_ must be deposited with the booking officer prior to the function and will be refunded in full providing that no damage is done to the oval and/or facilities, and the surrounding property is left clean and tidy. Should any damage occur, the booking officer's assessment shall be final.
3. Charges for the use of facilities must be paid at the time of the making the booking, or in the case of ongoing use, by arrangement with the booking officer. A \$\_\_\_\_\_ cancellation fee applies to cancelled bookings.
4. Signs, scenery etc. Is not to be erected without the permission of the College Principal or Business Manager.
5. The right is reserved to refuse to let/loan the facilities at the discretion of the booking officer, in which case all monies paid will be refunded.
6. The College makes no warranty or representation of the User/Hirer about the condition of the oval or facilities or their suitability for the User's/Hirer's purpose. Further, the User/Hirer acknowledges that they have inspected the facilities and warrants that the facilities are suitable for the User's/Hirer's purpose.
7. It is the responsibility of the User/Hirer to obtain any necessary permits from the relevant authorities as required for the planned activities. If entertainment is to be provided, it must be in keeping with the values and standards of the College. All programs must be submitted for approval prior to the using/hiring period.
8. The College will not be responsible for the acts or omissions of contractors engaged by the User/Hirer. It is recommended that User's/Hirer's ensure all contractors (e.g caterers) have public liability insurance.
9. No sales of any kind are permitted without prior approval.
10. Sub-letting of facilities is not permitted.
11. In case of any disputes arising, the decision of the College Principal shall be final.
12. Noise (music etc) must be contained within the requirements of the regulations administered by the Council. Additionally, music must cease at midnight on Fridays and Saturdays, 10.00pm on Sundays and 11.00pm on all other days.
13. The User/Hirer of the oval and/or facilities and guests are confined to the oval/facilities and its accompanying facilities and this does not extend to the College and playground.
14. The User/Hirer is aware the oval and/or facilities is in a residential area and that all persons attending the activity must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
15. Under no circumstances shall liquor be sold or consumed on the premises until approval from the booking officer has been obtained and the necessary liquor permit is sighted at the time of obtaining the hall key and payment of the bond.
16. The College accepts no responsibility for private property left on the ovals or in the facilities, including the College grounds.
17. Payment to be made via Direct Deposit to De la Salle Bank Account

Bank: National Australia Bank  
BSB code: 083 004  
Account: 83360 6410  
Reference: Please add "Facilities" along with your name

Or by cash at the De la Salle College Office between 8am and 4:30pm

Or by Credit Card by calling the De la Salle College Office between 8am and 4:30pm