



St Patrick's College Ballarat

Locked Bag 31
BALLARAT 3350
Ph: 03 5331 1688
Fax: 03 5331 8150
Email: info@stpats.vic.edu.au
Website: www.stpats.vic.edu.au

APPLICATION FOR HIRE OCA PAVILION

Name of Organisation:		
ABN:		
Contact Person(s):		
Address:		
Phone:	(H)	(Mobile)
Email		
Date(s) Required:	From:	To:
Time Required:	From:	To:

Purpose of Hire: (For example – training, conference, fund raiser etc.)

If you require the use of St Patrick's College Catering, please describe the service you require: (For example – finger food, meals, number of courses, bar service etc.)

Please describe your current or former relationship with the St Patricks College community (if any): (For example - Old Collegian, parent, staff member etc.)

Approximately how many guests are you expecting?

--

Will alcohol be served at the function?

Yes / No

Will persons under the age of 18 be in attendance:

Yes / No

Will you require the use of the Audio Visual systems?

Yes / No

Your function may require some or all of the following
(please tick and attach documents where necessary):

Attached	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Current certificate of Public Liability Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Liquor Licence (if alcohol is to be sold)
<input type="checkbox"/>	<input type="checkbox"/>	RSA certificate(s) of representatives attending the function.
<input type="checkbox"/>	<input type="checkbox"/>	WWCC (s) of representatives attending the function.
<input type="checkbox"/>	<input type="checkbox"/>	Details of any Audio Visual requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify)

The flat hire fee for the venue is **\$1,000.00** per day or part thereof. This fee includes access to the venue, use of Audio Visual systems, linen, crockery, cutlery, use of the dance floor and cleaning of the floors after the function. Upon approval of your function the applicant must provide a non-refundable deposit of \$250 to confirm the booking 7 days prior to the function. The balance of the hire fee (\$750) is payable 7 days after the function.

DECLARATION

I have read the attached Conditions for Hire of the OCA Pavilion and confirm that the organisation on whose behalf I am applying accepts all responsibilities as outlined.

Name:			
Position in Organisation:			
Signed:		Date:	

Completed application forms are to be forwarded to the Functions Manager and must be accompanied by required documentation.

Enquiries and Applications to:

Ms Rosemary Lamb
Functions Manager
St Patrick's College
Locked Bag 31
BALLARAT VIC 3350

Ph: 03 5331 1688
Email: rlamb@stpats.vic.edu.au