



FACILITY HIRE REQUEST FORM

HIRER DETAILS			
Name of Hirer			
Name of Organisation			
Email			
Mobile			
Facility/Venue requested (see list below)			
EVENT DETAILS			
Start Date		End Date	
Time of Arrival		Time of Departure	
Person in charge		No of People Attending	
Will you require a Liquor License?	YES	NO	
EVENT COST			
Hire Cost (Fees)			
Bond			
Method of Payment			
Bond Refund Details	Account Name: BSB: Account Number:		

By signing this Facility Hire Agreement, you (the Hirer) agree that you have read, understood and agree to be bound by, the terms of this Facility Hire Agreement and certify that you are 21 years of age or older.

Executed for and behalf of the Hirer:

Signature:

Date:

Executed for and behalf of the College:

Signature:

Date:



FEE SCHEDULE

BUILDINGS

Venue	\$/hr	Full Day	Bond
The Pavilion	-	\$450	\$500
Kelty Theatre	-	\$450	\$500
Callan Hall	\$100/hr	\$500	\$500
Purton Hall	\$100/hr	\$500	\$500

*please note that all \$/hr costs are for sport/recreation based hire only

GREENSPACE

Venue	\$/hr	Full Day	Bond
Big Memorial Oval	\$90/hr	\$300	\$500
Little Memorial Oval	\$90/hr	\$300	\$500
Main Oval	\$90/hr	\$300	\$500
Bungalow Oval	\$90/hr	\$300	\$500
Womma Reserve	Enquire via email only		

These prices do **NOT** include turf wicket preparation costs

OTHER

Venue	\$/hr	Full Day	Bond
Tennis Courts (Pool Courts)	\$40/hr	\$200	\$500
Handball Courts	\$40/hr	\$200	\$500

PAYMENT METHODS

Bank Transfer

Account Name: The Christian Bros Inc – Rostrevor College

BSB: 065 – 000

Acc Number: 11403148

Reference: e.g. HIRE SMITH 010116
(HIRE SURNAME DATEOFHIRE)

If these details are not correctly included, the hire may not be confirmed.

Cash

All cash payments are to be paid at Main Reception, Rostrevor College during business hours. To check open hours please head to our website (www.rostrevor.sa.edu.au)

Cheques

All cheque payments are to be made payable to Rostrevor College and handed to Main Reception, Rostrevor College. Rostrevor College will take no responsibility for cheques sent via registered mail.

Credit Card

Credit card payments can be made Main Reception, Rostrevor College or over the phone. To make a payment over the phone please contact the College Reception, on(08) 8364 8200.



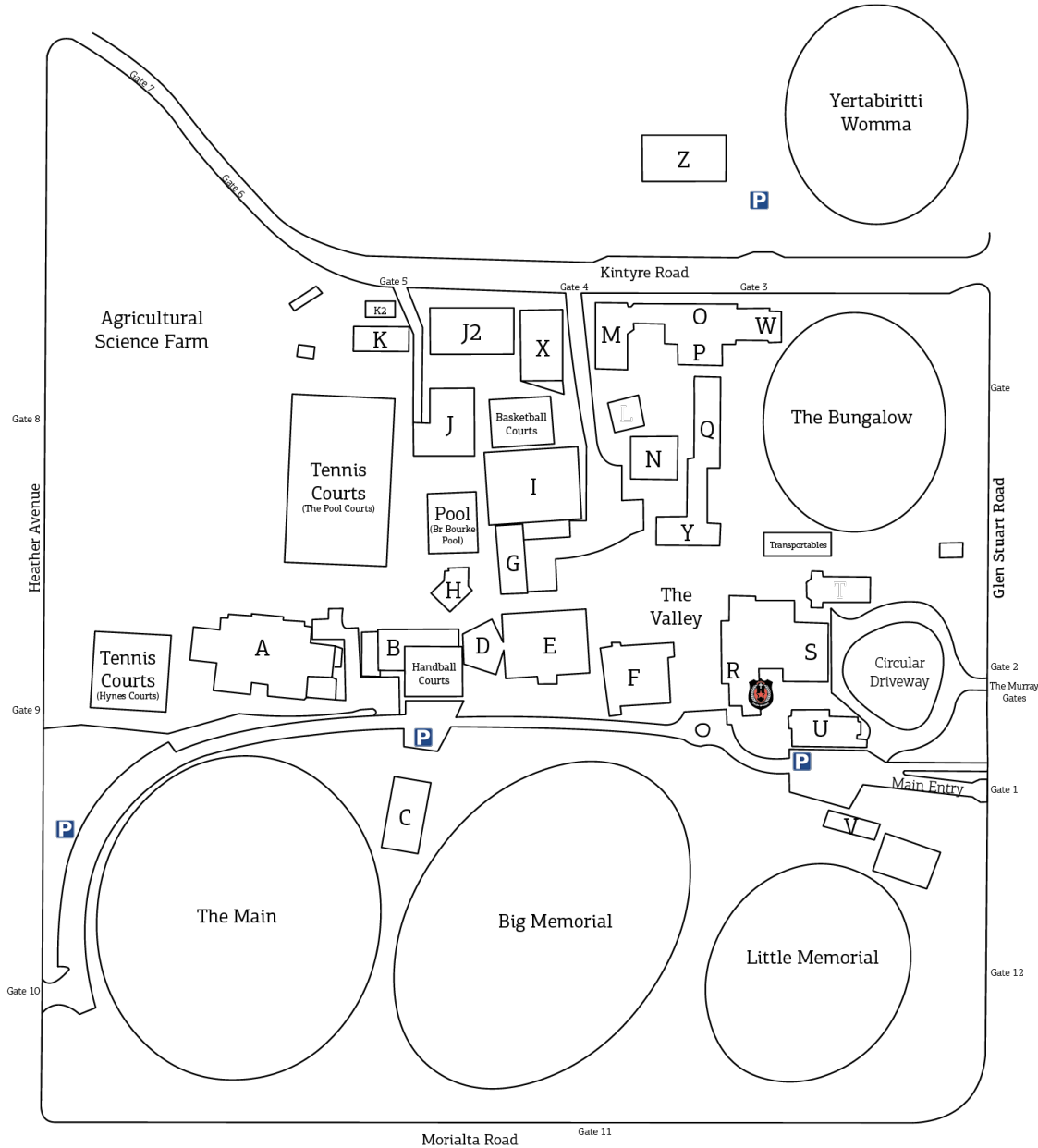
ROSTREVOR
COLLEGE

67-91 Glen Stuart Road, Woodforde, SA 5072
T +61 8 8364 8200 **F** +61 8 8364 8396
E roscoll@rostrevor.sa.edu.au **W** www.rostrevor.sa.edu.au

Rostrevor College (est. 1923)
 ABN 63 001 070 495

A CATHOLIC ALL BOYS' DAY & BOARDING
COLLEGE IN THE EDMUND RICE TRADITION
 Reception to Year 12

COLLEGE MAP



Reception..... 	Ideas Centre Q	Pavilion C
Agriculture..... K / K2	Grounds Shed V	Pool Change Rooms H
Brickfield House L	Gurr Building M	Purton Hall I
Callan Hall X	Junior / Primary P / O	Rice Building Q
Canteen Y	Junior Years Admin W	Rostrevor House S
Chapel T	Kelty Theatre D	Science Discovery Ctr J2
Clery Building G	Mackey Mall E	Student Services R
Duggan House A	Maintenance Shed B	Technology Centre J
ELC Z	Mogg Building N	Uniform Shop Y
Equity Hub F	Mary Fountain Music U	



ROSTREVOR
COLLEGE

67-91 Glen Stuart Road, Woodforde, SA 5072
T +61 8 8364 8200 F +61 8 8364 8396
E rosroll@rostrevor.sa.edu.au W www.rostrevor.sa.edu.au

Rostrevor College (est. 1923)
ABN 63 001 070 495

A CATHOLIC ALL BOYS' DAY & BOARDING
COLLEGE IN THE EDMUND RICE TRADITION
Reception to Year 12

COVID-19 INFORMATION

As of March 2020, the South Australian Government has put into effect an Emergency Declaration to help contain the spread of COVID-19.

In response to this the College must advise the following:

- Limit to number of guests/users in line with government requirements
- COVID Marshal as required by the South Australian Government.
- Social distancing to be adhered to, with 1.5 meters between each person, unless from the same residence. It is strongly encouraged that greetings are non-contact.
- QR check in or manual attendance registered to be completed and returned to the College for safekeeping and subsequent destruction after 28 days, as required by SA Health.

To assist the with COVID Safe Plans facility sizes and maximum occupancy in line with the relevant guidelines, at the date of the event, are as follows:

Callan Hall	398.83 sqm
Kelty Theatre - seated area	176.48 sqm
Pavilion	193.73 sqm
Purton Hall	741.6 sqm

If you are unsure about your responsibilities, please seek advice from SA COVID-19 Information Line 1800 253 787 or via the website below.

<https://www.covid-19.sa.gov.au/restrictions-and-responsibilities/events,-activities-and-gatherings>

To register as a COVID Marshal and for all further details please head to the website below.

<https://www.covid-19.sa.gov.au/business-and-work/covid-marshals>