



Fairfield College

HIRE/RENTAL AGREEMENT 2021

Name of Group: _____

Type of Activity: _____
(E.g. Youth basketball, Church meetings, Seminar etc)

Contact Person: _____

Contact Person's Phone No: _____

Email Address: _____

Address where accounts can be sent: _____

Area Requested e.g. pool/gym: _____

Please circle group number: Under 30 people Over 30 people **No. of people:** _____

Date(s) Required: _____

Time: From: _____ **To:** _____

Quoted Price: _____

Key(s) issued: _____ Key(s) Returned: _____
All keys must be returned by the end of the school year unless previously arranged.

Code (If appropriate): _____

I have read the Terms and Conditions of Hire set down by the Board of Trustees and agree to abide by these.

Signed: _____ **Date:** _____

Fairfield Contact Names

During school hours:

Michelle Sparks
Les Irvine

853 5660 Ext 860
027 6273 954

After school hours:

Property Manager

027 6273 954

Unless otherwise negotiated, all rental accounts are to be paid monthly.

***Please advise the office of any changes/cancellations up to 48 hours prior to the booking.
Failure to do so standard rates will be charged.***