

External Hire



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

A HALLS AND SEMINAR ROOMS

The rates below cover hiring of the venue only; they do not include costs for on-call technical support, extra equipment & set up, or cleaning.

Venue	Capacity	Location	Rate (Full Day + 10% GST)
John Higgins Theatre Nigel Peck Centre for Learning & Leadership	225	South Yarra	\$750
Seminar Room Nigel Peck Centre for Learning & Leadership	30	South Yarra	\$250
The Old Melburnians War Memorial Hall*	750	South Yarra	\$1,250
Wadhurst Hall	350	South Yarra	\$600
Alfred Felton Hall	376	Grimwade House	\$1,000
Grimwade House Multipurpose Hall •	100	Grimwade House	† \$750

For bookings of four hours or less the stated rates will be reduced by 50%.

* The Memorial Hall at Senior School is only available for hire within strict guidelines. In most cases this will be aligned to residential conferences conducted at the School.

• Open space hall, kitchen and toilet facilities, flexible configuration.

† Community groups are welcome to contact the School as discounted rates may apply.

Multi Media Support

Prior to the date of hire, MGS will require a representative of the hirer to meet with its Multi Media Coordinator to be briefed on use of audio visual facilities at the venue. (No charge applies.)

Depending on the nature of the activity, it might be necessary to provide MGS technical support. The school reserves the right to require a member of its technical support staff to be involved if it deems necessary and will provide details of costs on a case by case basis.

Equipment Hire

Whilst most standard equipment will be available with the hire venues the School reserves the right to charge for additional equipment and set up as determined and advised at the time of hire. Prior permission is required if hirers wish to bring external equipment on site.

Cleaning Rates

The cleaning costs detailed below cover venue and surrounding foyer and toilet areas as applicable and are based on minimum rates paid to cleaners. The costs quoted are for provision of a basic clean and in the unexpected event that additional or specialised cleaning is required then additional cost to those listed below will be charged.

Weekdays: \$110 + 10% GST

Saturdays: \$130 + 10% GST

Sundays: \$165 + 10% GST

Public Holidays: \$200 + 10% GST

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B ACCOMMODATION

MGS can provide accommodation for residentially based conferences at the school during certain school holiday periods. Accommodation is available for up to 100 people with 60 single rooms and 40 on a twin share basis. Catering is also available from the school dining hall and hirers can make appropriate arrangements with our Catering Manager. It may be possible to hire sporting facilities (gym, pool, tennis courts) ancillary to a residential conference at the School (subject to individual negotiation).

Accommodation Rates

The following are indicative prices and will vary according to numbers, catering requirements and duration of stay.

Accommodation only:	\$65 per head per day + GST
Bed and Breakfast:	\$85 per head per day + GST
Full Board:	\$130 per head per day + GST

These rates are inclusive of linen and basic cleaning at the conclusion of the stay. If additional specialist cleaning is required additional charges will apply.

C CAMP SITES

MGS has three camp sites available for hire during certain periods of the year. The Robert Knox Camp at Woodend is normally only available during school holidays though facilities at Camp Dowd and Breakfast Creek are available during the calendar year subject to the calendar of MGS camps.

Venue	Capacity	Location	Rate (Full Day + GST)
Robert Knox Camp Woodend	36 (bunk style) + 1 single (+ensuite)	Woodend	up to 15: \$350 15 to 36: \$750
Camp Dowd	10 beds + Site for 20 tents	Banksia Peninsula	\$400

Excludes linen, food etc.

D SPORTS GROUNDS/OVALS/SPORTING FACILITIES

Given the intensive demands on School ovals at each campus it is not the School's normal practice to make them available for external hire. Tennis courts/synthetic hockey surface (the latter at Edwin Flack Park, Port Melbourne) may be available subject to individual negotiation.

E GENERAL

The rates contained in this schedule will be subject to review.

Parking

Car parking is not possible on School grounds without prior permission.

John Jesson Director of Finance & Administration
August 2013