

# Facility Hire Request

Submit this form to:

Personal Assistant to the Director of Finance & Administration

The Nigel Peck Centre for Learning & Leadership

Melbourne Grammar School

Domain Road Melbourne 3004

T: 03 9865 7538

E: [hirerequest@mgs.vic.edu.au](mailto:hirerequest@mgs.vic.edu.au)

Date of application: \_\_\_\_\_

Organisation name & type: \_\_\_\_\_

ACN/ABN/Reg No: \_\_\_\_\_

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

\_\_\_\_\_

Contact name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

MGS Facilities sought:\*

**Accommodation**

Boarding precinct  
Domain Road South Yarra

**Seminar Room**

Nigel Peck Centre  
for Learning & Leadership  
Domain Road Melbourne

**Alfred Felton Hall**

Grimwade House Caulfield

**Catering**

**The Old Melburnians**

**War Memorial Hall**  
Domain Road Melbourne

**Multipurpose Hall**

Grimwade House Caulfield

**John Higgins Theatre**

Nigel Peck Centre  
for Learning & Leadership  
Domain Road Melbourne

**Wadhurst Hall**

Domain Road Melbourne

**Camp Site**

Woodend

**Camp Site**

Camp Dowd

**Other** – please specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose: \_\_\_\_\_

Date – from: \_\_\_\_\_ to: \_\_\_\_\_

Times from: \_\_\_\_\_ to: \_\_\_\_\_ Activity numbers: \_\_\_\_\_

\* Note: The purpose of this form is to enable the School to assess a request for hire only. If the request can be accommodated by the School you will be advised accordingly with details being confirmed in writing through the School's Hire Agreement. A commitment to hire a School facility will only occur when your organisation accepts in writing the relevant Hire Agreement. Attention is also drawn to the details of external hire rates.