

Facility Hire Request

Submit this form to:
Office of the Director of Finance & Administration
The Nigel Peck Centre for Learning & Leadership
Melbourne Grammar School
Domain Road Melbourne 3004
T: 03 9865 7538
E: dfa@mgs.vic.edu.au



**MELBOURNE
GRAMMAR SCHOOL**
AN ANGLICAN SCHOOL

Date of application: _____

Organisation name & type: _____

ACN/ABN/Reg No: _____

Address: _____

Contact name: _____

Telephone: _____ Email: _____

MGS Facilities sought:*

Accommodation
Boarding precinct
South Yarra
+Catering: Y
N

Wadhurst Hall
South Yarra

Hockey Field/Tennis Courts
Port Melbourne

**The Old Melburnians
War Memorial Hall**
South Yarra

Camp Site
Woodend

John Higgins Theatre
Nigel Peck Centre for Learning
& Leadership – South Yarra

Alfred Felton Hall
Grimwade House Caulfield

Camp Site
Camp Dowd – Gippsland Lakes

Seminar Room
Nigel Peck Centre for Learning
& Leadership – South Yarra

Multipurpose Hall
Grimwade House Caulfield

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.