



## Brisbane Grammar School - Booking Request Form

### Campus Facilities

**Organisation / Group** \_\_\_\_\_  
**ABN (if applicable)** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Event Name** \_\_\_\_\_  
**Date(s) Required** \_\_\_\_\_  
**Time in** \_\_\_\_\_ **Time Out** \_\_\_\_\_  
**Contact Person**      **Name** \_\_\_\_\_  
**Contact details**    **Email** \_\_\_\_\_  
    **Mobile** \_\_\_\_\_ **Work** \_\_\_\_\_

**Students** \_\_\_\_\_  
**Teachers / Referees / Trainers** \_\_\_\_\_  
**Presenters** \_\_\_\_\_  
**Parents / Spectators** \_\_\_\_\_  
**Other** \_\_\_\_\_  
**Total** \_\_\_\_\_

**BGS Venue and Resources Required:**

BGS Venue	Required (tick)
<b>Centenary Precinct</b>	
Centenary Hall - Theatre seating / Concerts	
Centenary Hall - No seating	
Centenary Gallery	
<b>Great Hall</b>	
Great Hall - Wedding configuration	
Great Hall - Other events with pews	
Great Hall - Other events without pews	
<b>The Lilley Centre</b>	
Lilley Centre - Function Room/ Learning Commons/ Forum	
Multipurpose classrooms (per room)	
<b>Other Multipurpose Spaces</b>	
H Block - multipurpose classrooms and drama theatre (per room)	
M Block - music rehearsal (per room)	
Other classrooms (per room)	

Security and Cleaning fees may apply, and additional costs may be applicable depending on numbers and event type (e.g. parking, catering etc)

Other BGS resources required (tables, chairs, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BGS Catering**

Yes/No - Please provide detail

**External Catering \***

\* Name of Catering Company and detail type of catering – refer below

\* External Catering – Please note that an External Supplier Agreement will be required with relevant food / beverage licences and Insurances.

**Resources being brought on Site- Responsibility of hirer:**

Please detail any equipment you will bring into BGS.

On behalf of Hirer ..... Position .....  
Full Name  
Signature ..... Date .....

**Public Liability Insurance**

Policy Number

**Name of Insurer**

Once complete please email form to the Procurement Specialist  
[procurement@brisbanegrammar.com](mailto:procurement@brisbanegrammar.com)

*Please provide at least 10 working days' notice. Submission of this request form does not guarantee a booking. Once received by BGS, dates and logistics will be analysed. If approved, a Venue Hire Agreement will follow which will need to be signed by the Hirer prior to the commencement of the booking.*