



Brisbane Grammar School - Booking Request Form

Sporting Facilities

Organisation / Group _____
ABN (if applicable) _____
Address _____
Event Name _____
Date(s) Required _____
Time in _____ **Time Out** _____

Contact Person **Name** _____
Contact details **Email** _____
 Mobile _____ **Work** _____

Expected # of Participants _____
Expected # of Trainers _____
Expected # Spectators _____

BGS Venue and Resources Required:

BGS Venue	Required (tick)
Main Campus Ovals/ Outdoor	
Spring Hill Oval 1	
Northgate	
Northgate Oval #1	
Northgate Oval #2 or #3 or #4 or #6	
Northgate Oval #5	
Northgate Junior Oval #7 or #8 or #9	
Northgate Turf Nets	
Northgate Concrete Nets	
Nothing Room	
Northgate Carnivals & Championships (all facilities except Canteen)	
Tennis Centre	
Tennis Courts (per court)	
Indoor Sports Centre	
Indoor Sports Centre - Sports Hall	
Indoor Sports Centre - Indoor Cricket Nets	
Indoor Sports Centre - Aquatic Centre (10 x 25m lanes)	
Indoor Sports Centre - Weights Room	
Indoor Sports Centre - Gymnastics Hall	

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: _____

Resources being brought on Site- Responsibility of hirer:

Resource	Details
Food Trucks (including coffee van)	
Other resources	

Noting a Third-Party Agreement will be required for food trucks/off-site catering

On behalf of Hirer Position
Full Name
Signature Date

Public Liability Insurance

Policy Number

Name of Insurer

**Once complete please email form to the Director of Sport and Activities
john.clancy@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.