

# Facility Hire Request



**MELBOURNE  
GRAMMAR SCHOOL**  
AN ANGLICAN SCHOOL

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

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 Feild/Tennis Courts**  
Port Melbourne

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

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

**Camp Site**  
Woodend

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

**Alfred Felton Hall**  
Grimwade House Caulfield

**Camp Site**  
Camp Dowd – Gippsland Lakes

**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.