



# Brisbane Grammar School Northgate Booking Request Form 2020

**Name of Organisation**

(Group / Club / Hirer)

**ABN (if applicable)**

**Address**

**Contact Person**

**Contact - Email**

**Contact - Mobile**

**Contact - Work**

**Event Name**

**Event Purpose**

**BGS Venue/s | Room/s**

*e.g Northgate Ovals, Nothling Room, Changerooms, Canteen, Pavilion etc*

**BGS Resources**

*e.g Parking, trestle tables, microphone*

**BGS Liaison / Coordinator**

**Date(s) Required**

**Bump In Time / Date**

**Bump Out Time / Date**

**Event Start Time**

**Event Finish Time**

**BGS Catering**

*Yes/No - Please provide detail*

**External Catering \***

*\* Name of Catering Company and detail type of catering.*

**Equipment**

*Please detail any equipment you will bring into BGS.*

**Expected numbers  
(incl spectators /  
presenters / organizers)**

Students	.....
Teachers / Referees / Trainers	.....
Presenters	.....
Parents / Spectators	.....
Other	.....
Total	.....

**Miscellaneous**

*Public Liability Insurance – If your request proceeds to a Venue Hire Agreement, a current Certificate of Insurance will be requested to be returned with the signed agreement.*

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

Please return this form to the requesting BGS staff member, or [northgate@brisbanegrammar.com](mailto:northgate@brisbanegrammar.com)