



Brisbane Grammar School 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 Centenary Hall, Great Hall, Forum, Classroom 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 accounts@brisbanegrammar.com