

APPLICATION TO HIRE HAMILTON SHOWGROUNDS 2015 / 2016

Southern Grampians Shire Council Facilities
& Hamilton P. & A. Society Buildings & Equipment



CASUAL USER RATES - PER DAY (GST incl.)

Please note the Showgrounds Dining Room & Fashion Pavilion are now incorporated into the new
HAMILTON EXHIBITION AND CONFERENCE CENTRE
Please contact the Office for more information

[] SHEEP PAVILION & Main Toilet Block

- Unavailable when Kennel Club Event scheduled – wet weather alternative venue
- | | |
|----------------|-----------------|
| Commercial | \$447.00 |
| Community Hire | \$257.00 |

[] RAM SHED & adjacent Toilet Block

- Ram / Sheep Sales or @ \$11- per head for stock for sale, Stock Sales Minimum **\$550.00 plus cleaning fee**
- e.g. 60 rams auctioned = \$660 hire fee
- Pens to be Pressure cleaned & sanitized
- **Additional \$110 cleaning fee applies to all hires for removal of straw by bobcat.**
- Cattle Sales – Max. 50 pens (on site use only) Pressure cleaned & sanitized before packing away.
- Forklift & Pressure cleaning Hirer's cost.

[] RED SHIELD HUT

- ◆ Hamilton Brass Band has use up of this venue up to 3 nights per week for rehearsal.
Hamilton Brass Band requires at least 3 weeks notice.
- \$55.00**

[] OVAL & Toilet Blocks

Commercial	\$440.00
Other	\$138.00

[] BOND FOR HIRE OF VENUES

\$50.00 Bond

[] CIRCUS

\$315 Deposit/Bond applies **

First 2 days (min)	\$1100.00
Additional days	\$320.00
Min Power Use	\$140.00

EQUIPMENT FOR HIRE:

Tiered Seating	2-3 tiered seating (requires forklift)	\$65.00 each
Trestle Tables	Seats 8 – 10 people (40 in total available)	\$12.00 each
Plastic Chairs	(500 in total) ** Breakages \$15 per chair	\$2.50 each
Sheep Panels	(Enough to make 900 pens) 8ft dividers, 4ft sides /gates	\$2.70 each
Sheep Ramps		\$30.00 each
Cattle Panels		\$10.00 each
Partitions for Exhibition		\$10.00 each
Power Boards & Leads	\$55.00 per power board, \$11.00 per powerlead	
50 inch flat screen TV - \$105 (2 available)		

A bond of \$200.00 is to be paid prior to the hire of any electrical equipment.

All Correspondence to:

Hamilton P & A Society, PO Box 276, Hamilton 3300

Ph: 03 5572 2563 Fax: 03 5572 2989 Email: info@hamiltonshowgrounds.com.au

Conditions of Hire 2015/16:

In signing this hire agreement, the hirer agrees to the following terms & conditions:

1. **PUBLIC LIABILITY Insurance is the responsibility of the hiring body.** If you do not have public liability insurance the Hamilton P & A Society can arrange this for you at a fee dependant on the size of your event, please discuss with the Hamilton P & A Society.
**** Photocopy details of Certificate of Currency this and period covered and attach to application.**
2. Hire form must be completed prior to the commencement of use including signing of the disclaimer.
3. Payments will be made by agreement with the Hamilton P. & A. Society Inc. (as booking agent) and hirer. Advance payments, security bond, or key deposit may be required. The hire price noted is agreed to upon signing of this hire form, due and payable within 7 days of hire.
4. At least 24 hours notice is required for cancellations, via phone/ answering service (5572 2563), fax (5572 2989) or e-mail: info@hamiltonshowgrounds.com.au Failure to give such notice will result in the normal hire fee being charged.
5. The hiring body will be expected to meet the costs of repairs to any damage caused to the facility, it's fittings or equipment, caused by members of the hire group or public / participants attending their function / event.
6. The hirer shall comply in every respect with regulations under the Health Act with regard to public buildings for the prevention of over-crowding, obstruction of walkways, passages, corridors or any part of the building.
7. The hirer of the facility is expected to leave the facility in a **clean & tidy state** with all rubbish placed in bins or removed. Should the event / function held necessitate rubbish quantities beyond that provided for, including removal of animal bedding & manure, such arrangements will need to be made privately with contractors prior to the event.
8. No alcoholic beverage is to be sold at any time without the appropriate license. A liquor license is also required if guests are being charged an entry fee to a function where alcohol is being served. Hirer to arrange such license as needed.
9. Users of the facility will be expected to behave appropriately so as not to disturb or offend other users or visitors to the facility and neighbouring residents.
10. Southern Grampians Shire and Hamilton P. & A. Society Inc. takes no responsibility for any equipment supplied by the hirer either used and/or stored at the Showgrounds Reserve.
11. The hirer will ensure that the area of the building and any equipment they are to use is checked to ensure safe and easy use for all users.
12. **Out of office hours call-out for access / hire of equipment will incur an extra \$20- charge per call-out. There is no guarantee that this service will be available when required. Contact 0409 039 086 if needed.**
13. Hirers of stock pens required to pressure clean and sanitize panels before packing away. Forklift cost and co-ordination hirer's responsibility.
14. **Keys to be collected during Showgrounds office hours (Monday, Tuesday and Thursday,(10am – 4pm) or by appointment.
A \$50- fee applies for keys not returned by date agreed below.
Keys may be returned using the secure mail box beside the Office door.**
15. Camping on site - Southern Grampians Shire Council policy states that "approval may be granted where the owners and their animals or participants and their equipment cannot be accommodated at other camping facilities." This needs to be evidenced in writing prior to the event for this request to be considered. Approval will be limited to the duration of the subject event plus the day immediately preceding and the day immediately following the event.

Failure to comply with any term or condition detailed above will result in the immediate surrendering of security bond or recovery costs charged including, but not limited to, the doubling of hire fee applicable.

HIRE FORM / TAX INVOICE

Southern Grampians Shire Council Facility
& Hamilton P. & A. Society Buildings
Hamilton Showgrounds

OFFICE USE ONLY
Receipt No.
Invoice No.
Key Set No.

Date Booking Made:

Booking Confirmed:

PUBLIC LIABILITY CERTIFICATE OF CURRENCY ATTACHED (see Clause 1 Conditions of Hire)

Hired by:

For / Purpose:

Contact Name: Phone:

Postal Address:

Email:

DAY & DATE REQUIRED FROM AM / PM

TO AT AM / PM

FACILITY: Sheep Pavilion Ram Shed Red Shield Hut Oval
 @ \$..... \$..... \$..... \$.....

EQUIPMENT HIRED:

Trestles Chairs Power boards Sheep Ramps :
 Power leads Sheep Panels :8ft. 4ft
.....

Security Bonds/Deposit \$

Power Equipment Bond \$

Pay: Hamilton P. & A. Society Inc ABN 12 274 345 626
Total Hire Fee \$

Key/s to be collected on between 10am - 4pm from Showgrounds Office.

Key/s to be returned by (Refer Condition 14)

"I/We the User / Hirer / Lessee agree to indemnify and keep indemnified and to hold harmless the Council, it's servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the use / hire /lease, and in making my/our payment of the deposit and signing this form I/We agree to all the rules, regulations and conditions."

Signed: Name:

Date: Position:

Additional Charges incurred: Out-of-hours access \$..... (Refer Condition of Hire Clause 12)

Key replacement cost \$ (Refer Condition of Hire Clause 13)