



Booking Form

1. **Name of Organisation:** _____

Contact Name: _____

2. **Contact Information:**

For ticketed/public events this information will be used on the Hamilton Exhibition and Conference Centre website, if you do not wish your event to be included in this service please tick this box . If you would like additional information or alternate contact details listed please advise us.

Address: _____

Home _____

Business _____

Mobile _____

Facsimile _____

Email _____

Website _____

3. **Facilities required (please tick):**

Dundas Room

Napier Room

Fashion Room

Kitchen

Meeting/ Change Room

Other Showgrounds facilities

Please specify _____

4. **Details about your Event (ie. Concert, Wedding, Community Event etc.)**

5. **Date and time required**

Date/s of event _____

Event start time: _____ Event finish time: _____

Set/pack up date/s: _____ Set/pack up time/s: _____

Total Number of Participants expected: _____

OFFICE USE ONLY

Booking received: Amount: \$..... Receipt No:

Final Payment: Amount: \$..... Receipt No:

Bond Received: Returned.....



6. Does your organisation or group have Public Liability Insurance of \$10 Million or more? YES NO

Please attach a copy of your Certificate of Currency to your application form. If you do not have public liability insurance please discuss with us.

7. Do you require the Hamilton Exhibition and Conference Centre to provide catering and/or drinks? If so please detail requirements for a quote. Eg meal requirements eg 2 course dinner and number of participants.

8. If The Hamilton Exhibition and Conference Centre isn't providing food and/or drinks, are the following goods or services to be sold or consumed? If so please tick:

- Food and Drink
- Alcohol

Please indicate if you are self catering or the name of the catering company:

If alcohol is to be sold at your event or it is a ticketed event, a Liquor Licence must be obtained through: *Consumer Affairs Victoria*.
Phone: 1300 558 181 Email: consumer@justice.vic.gov.au
A copy of the licence must be provided prior to any use of the facility.
If food is to be sold please ensure that your caterer is registered and has permission from the Southern Grampians Shire Environmental Health Officer on 03 5551 8493 or www.sthgrampians.vic.gov.au

I, _____, the undersigned agree to ensure that all individuals, members and groups using the Hamilton Exhibition and Conference Centre and Hamilton Showgrounds as a result of this booking request, will comply with all conditions of use and instructions of the Hamilton Exhibition and Conference Centre Committee of Management and staff.
Signed: _____ Date: _____

Privacy Statement
The personal information contained in this document is collected to provide contact information for organisations or individuals, wishing to book this facility. This information may be disclosed to third parties should contact be necessary regarding an issue with the facility or booking, and in accordance the Information Privacy Act

Please return this booking form to Peta Anderson, Business and Events Manager, Hamilton Pastoral and Agricultural Society, PO Box 276, Hamilton, Vic, 3300. Email info@hamiltonshowgrounds.com.au Phone (03) 55722 2563

Upon receipt of this booking form you will be invoiced for 50% of the total hire fees. Once your deposit has been received your booking will be confirmed.