



Equipment Booking Form

1. **Name of Organisation:** _____

Contact Name: _____

Event date/s: _____ **Event start time:** _____

2. **Equipment requirements:**

Included in the cost of your hire is basic set up of chairs, tables, lecturn and stage, further set up requirements will incur additional charges. If you have specific layout requirements please include a copy of your floorplan.

Where an item does not have a price listed it is included in hire of venue without charge otherwise prices are listed.

Do you require a small stage? YES NO

Small 30 cm high stage for speeches/presentation of awards etc

Do you require a lecturn? YES NO

2 available

Do you require the AV system? YES NO

Please list requirements eg projector & screens with/out sound, hand held microphones x 2, fixed microphone etc

Number round tables (max 25) _____ Number trestle tables (max 30) _____

Number chairs (max 300 padded) _____ *(additional plastic chairs available x 400)*

Dance Floor (max 50 sqm) Full size @ \$320 Half or Less @ \$220 *(please circle)*

Additional Modular Staging (max 50sqm) _____ @ \$10/sqm installed

Free standing partitions _____ @ \$10 each *(forklift charge may apply)*

3. **Cutlery/Crockery requirements:**

If you have booked the kitchen use of the crockery and cutlery is included in your hire fee, please indicate your requirements below.

Number coffee cups (max 300) _____ Number saucers (max 300) _____

Number tea spoons (max 300) _____ Number milk jugs (max 50) _____

Number sugar bowls (max 50) _____ Number water jugs (max 50) _____

Number water glasses sml (max 300) _____ Number water glasses tall (max 200) _____



Number wine glasses (max 400) _____ Number fluted glasses (max 200) _____
Number soup bowls (max 300) _____ Number entree plates (max 300) _____
Number dinner plates (max 300) _____ Number dessert bowls (max 300) _____
Number soup spoon (max 300) _____ Number table fork (max 300) _____
Number table knife (max 300) _____ Number dessert fork (max 300) _____
Number dessert knife (max 300) _____ Number dessert spoon (max 300) _____
Number urns (max 3) _____ Number salt and pepper (max 50) _____
Number soy dish (max 50) _____ Number Table Numbers (1 – 25) _____
Waiters Trays Round (max 3) _____ Serving Trays Rectangle (Max 3) _____

4. Linen Requirements

Number round white cloths (max 30) @ \$18 each _____
Number round black cloths (max 10) @ \$18 each _____
Number long black cloths (max 10) @ \$15 each _____
Number white napkins @ \$1.40 each (max 250) _____
Number of White Chair Covers \$4 each _____
Chair sashes can be arranged @ \$1.20 each _____
White silk and tulle roof lining with fairy lights & Chandelier \$200 _____

5. Additional requirements

Do you require access to the kitchen from Shakespeare Street? YES NO

For multi day bookings, do you require cleaning each day? YES NO

Please note: this service is charged at \$120 extra per clean.

Waste Removal. *Two recycling and two waste bins are provided per function room for the entire hire period. Additional bins can be provided, charges will apply. If you do require additional waste removal services please request a costing.*

Please return this booking form no later than 48 hours prior to your event set up date 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) 5572 2563.