



## Venue Information

The Hamilton Exhibition and Conference Centre is a state of the art space built to accommodate conferences, events, exhibitions and all types of functions.

The new Function Rooms feature an abundance of natural light and modern catering facilities that make the venue a perfect location for small to large conferences and special events.

A commercial kitchen and bar, comprehensive audiovisual facilities and excellent heating and cooling will ensure that all your requirements will be met.

If you are looking for an exciting venue in regional Victoria then the Hamilton Exhibition and Conference Centre is the perfect choice for your event.

## Venue Spaces

### **The Atrium**

A 40m x 5m full length glassed entry foyer that can be used for pre-event functions, registration, displays or as a refreshment area. The Atrium allows independent access to all function rooms.

### **The Dundas and Napier Rooms**

Each room is 9.5m wide x 15m long and accommodates up to 130 people seated in, theatre style or 100 seated at round tables.

The Dundas and Napier Rooms are separated by a full length acoustic retractable wall. With this wall removed the combined area doubles in accommodation capacity.

### **Function Room 3**

This is a large 25m x 15m space, separated by a full length acoustic retractable wall from The Napier Room, and suitable for associated displays or large conferences or functions.

Function Room 3 has a 500 people seating capacity (theatre style) and up to 220 people for dining. A stage (9m x 8.5m), a large screen and heavy duty lighting bars are provided. This room has heating and cooling. The hire of Function Room 3 alone does not include tables, chairs, or crockery. Plastic chairs and trestle tables are available for hire from the showgrounds.

There is fork lift and truck access with a door height of 2.4m.

### **Kitchen and Bar**

The kitchen is adjacent to The Dundas Room and has extensive serving and preparation benches, commercial dishwasher, 3 gas ovens with griddle and burners,



refrigerator and storage space. There is an independent access yard for cool rooms and deliveries. The kitchen can service each function room independently via the Atrium.

The Bar is equipped with refrigerator, glass washer and storage and is adjacent to The Dundas Room.

#### **Additional Facilities on the Showgrounds**

##### **Show Pavilion**

A large 150m x 27m building, sixty metres from the Hamilton Exhibition and Conference Centre. An ideal venue for large displays, exhibitions or concerts.

## **Amenities/Equipment**

#### **AV Equipment**

The Dundas and Napier Rooms each have independent projector screens and microphones. Where required both rooms AV equipment can be linked. Use of this equipment is at no additional cost.

#### **Stage and Lecturns**

A portable stage is available for use at no additional cost. A 50sqm carpeted stage is also available for hire at \$10/sqm installed. It is fully adaptable and able to be configured to your requirements. Please speak to the Business and Events Manager about your requirements.

#### **Furniture**

25 round tables, 300 chairs and 20 trestle tables are available at no additional cost. These can be set up in a standard configuration at no additional cost. Further set up requirements will attract additional charges.

#### **Carparking**

Free onsite carparking is available. For large and public events please discuss your requirements with the Business and Events Manager.

#### **Kitchen/Bar**

Crockery, cutlery and glassware are available and included in the cost of hiring the kitchen. Hirer's can use any caterer or self cater. The kitchen must be left in the state as it was found or cleaning costs will be deducted from the bond. Service or sale of alcohol or food may only be undertaken with correct licences and certificates. Washing of crockery, cutlery and glassware used is the responsibility of the Hirer (a commercial dishwasher is available).

Items not included in hire charges are: table linen, decorations and flowers, although we can advise on where to source your requirements.



## Hire Charges

Dundas Room	\$440 first day, \$235 consecutive days.
Napier Room	\$440 first day, \$235 consecutive days.
Dundas & Napier Rooms	\$880 first day, \$470 consecutive days.
Function Room 3	\$560 first day, \$325 consecutive days.
All Function Rooms	\$1,335 first day, \$670 consecutive days.

Kitchen \$250 first day, \$135 consecutive days.

*Use of kitchen includes all crockery, cutlery and glassware.*

Additional cleaning fee \$120 per clean.

*Additional cleaning fee is optional and only applies to multi day bookings if cleaning is required during booking period. This is approximate depending on level of clean required.*

Bond (Refundable) \$500

*Except 18<sup>th</sup>/21<sup>st</sup> birthdays, and some sporting clubs, concerts etc additional bond charges apply. If additional cleaning is required, or any loss, damages or breakages - costs will be deducted from this bond, including missing kitchen items. Breakages to glassware will be charged at \$6.50 per glass.*

Security fee \$65

*Applies to bookings on weekends and evenings. This covers the securing of the building at the conclusion of your function. If your function extends beyond your specified finish time you will be charged a minimum security call out charge of \$105 in addition to the \$65 security fee.*

Direct debit or credit card is the preferred means of payment, an additional

A 50% deposit is required at time of booking. The bond is required at least 48 hours prior to date of event set up.

The deposit may be retained for cancellations 30 days before the function. A \$50 deposit refund fee will be charged for any deposits refunded.

For further information contact the  
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