

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: _____

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

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

9. Does your event require equipment hire from The Hamilton Exhibition and Conference Centre?

YES – continue to page 3 NO – continue to next question

10. Is your event hiring equipment from an outside hire company?

YES – name of company _____

NO – continue to page 4 to sign

11. Date and time that the hire company would like access to the building for setup?

Requested date/time _____

we cannot guarantee access at requested date and time due to other events but will do our best to assist with your request

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.

Equipment Booking Form

1. 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)*

2. 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) _____

3. Linen Requirements

Number round white cloths (max 30) @ \$18 each _____
 Number round black cloths (max 10) @ \$18 each _____
 Number long black cloths (max10) @ \$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 _____

4. 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 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.

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: _____

OFFICE USE ONLY

Booking received: Amount: \$..... Receipt No:
 Final Payment: Amount: \$..... Receipt No:
 Bond Received: Returned.....