

Events Hiring Hamilton Showgrounds Facilities during COVID SAFE SUMMER

Updated 8.12.20



Information for event organisers

Event Organisers are required to have their own COVID Safe Plans and apply for a permit (if required to do so) with the Department of Health and Human Services, please see the Victorian Government's guidelines for public events here <https://www.coronavirus.vic.gov.au/public-events> This will assist you with creating a COVID Safe Plan and determining your need for a permit and other requirements.

Hamilton Showgrounds Venue sizing

Please determine your capacity limit based upon the current Victorian Government regulations.

Sheep Pavilion = 3000sqm

Ram Pavilion = 1500sqm

Red Shield Hut = 150sqm

Hamilton Exhibition and Conference Centre (HECC)

Dundas OR Napier Room = 135 sqm

Both Dundas AND Napier = 270sqm

Fashion Pavilion = 450 sqm = 225sqm

Whole Centre = 359 sqm

Cleaning

Every event requires a professional clean by our venue cleaner before and after each event. This will be included in the fee to hire the venue and will be arranged by the Hamilton Showgrounds.

During your event you will be responsible for cleaning as per Victorian Government Guidelines and your Covid Safe Plan. If you are unable to undertake the required cleaning the Hamilton Showgrounds can provide a cleaner/s at an additional fee.

Contact Tracing

It is a venue requirement that all persons entering a venue/s at the Hamilton Showgrounds register each day or visit. This includes attendees, staff, contractors such as caterers, etc. A list is to be provided by the event organizer to the venue.

The venue has its own QR code for registrations which can be provided as an alternative for registering for contact tracing if needed.

Attendee lists should include

- date
- times
- name
- phone
- pcode
- email if possible

Personal Protective Equipment (PPE)

PPE must be worn in line with government regulations at the time of the event.

Hand Sanitiser to be made available at entry points. The venue will provide this if necessary.

Social Distancing

Social distancing and venue density limits must be adhered to in line with current government regulations. The venue will set up the tables and chairs in line with requirements which will reduce the capacity possible in most cases. Please discuss with us about the number of attendees at your event so we can ensure that you can be accommodated safely.

Signage

The event organizer must supply the following signage where required:

- Social distancing markers on the floor where required eg queues
- Travel direction signage for entry and exit points

The Venue will supply:

- Signage indicating maximum capacities in each space
- Signage at handwashing and sanitizing areas
- Signage reminding attendees to socially distance at entry points.

Our Office can be contacted on 03 5572 2563 or at info@hamiltonshowgrounds.com.au