

# 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.

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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:

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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](mailto: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](http://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

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HAMILTON EXHIBITION AND CONFERENCE CENTRE  
HAMILTON PASTORAL AND AGRICULTURAL SOCIETY

**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*

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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](mailto: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.....