



## Hamilton Exhibition & Conference Centre – Booking Form

**Business / Organisation Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Landline:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_ **Event Finish Time:** \_\_\_\_\_

**Number of Attendees:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Additional information:** \_\_\_\_\_

**Requested Setup Date/Time:** \_\_\_\_\_

*Note: An additional cost may be applicable to guarantee early access outside of booked days. Early access cannot be guaranteed until closer to the date.*

**Requested Packdown Date/Time:** \_\_\_\_\_

*Note: An additional cost may be applicable to guarantee late pack down outside of booked days. Late access cannot be guaranteed until closer to the date.*

**Facilities required (Please Tick):**

Dundas Room \$675.00 per day

Napier Room \$675.00 per day

Entertainment Centre \$675.00 per day

Commercial Kitchen \$330.00 per day

*Note: Use of the kitchen facility will include cutlery & crockery for up to 300 delegates.*

Other Showgrounds facilities (Please specify) \_\_\_\_\_

**Setup (Please Tick):**

Theatre

Cabaret

Banquet

Classroom

Boardroom

U – Shape

**Additional information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Equipment Requirements (Please tick):**

- |   |               |
|---|---------------|
| <input type="checkbox"/> Small Stage                        | Complimentary |
| <input type="checkbox"/> Lectern (2 available)              | Complimentary |
| <input type="checkbox"/> Hand held microphone (3 available) | Complimentary |
| <input type="checkbox"/> Data projector & screen            | Complimentary |

**Equipment Requirements (Please tick):**

- |   |                   |
|---|-------------------|
| <input type="checkbox"/> Large Stage      | \$10.00 per piece |
| <input type="checkbox"/> Half Dance Floor | \$80.00           |
| <input type="checkbox"/> Full Dance Floor | \$190.00          |

**Linen Requirements (Please number amount):**

- |  |              |
|--|--------------|
| <input type="checkbox"/> Round white table cloths (30 available)   | \$19.00 Each |
| <input type="checkbox"/> Round black table cloths (300 available)  | \$19.00 Each |
| <input type="checkbox"/> Trestle black table cloths (10 available) | \$15.00 Each |
| <input type="checkbox"/> Trestle white table cloths (10 available) | \$15.00 Each |
| <input type="checkbox"/> White napkins (250 available)             | \$1.50 Each  |

**Catering Details:**

**Do you require the Hamilton Exhibition and Conference Centre to source catering for you?**

- Yes                       No

*If 'No' please complete the below details of your caterer:*

**Business name:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_

**Landline:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Catering supplied:** \_\_\_\_\_

*If 'Yes' please advise your meal requirements – Quote will be provided upon request*

**Breakfast**

- Continental Breakfast
- Hot Buffet Breakfast
- Plated Breakfast
- Cocktail Breakfast

**Individual Packages**

- Morning/Afternoon Tea
- Cold Working Lunch
- Hot Buffet Lunch

**Day Delegate**

- Half Day Delegate Package  
**Inclusive:** Tea/coffee Station, Morning or afternoon tea, cold lunch
- Full Day Delegate Package  
**Inclusive:** Tea/coffee Station, Morning and afternoon tea, cold lunch
- Upgrade to hot lunch buffet

**Lunch**

- Two Course Plated Meal
- Three Course Plated Meal

**Dinner**

- Two Course Plated Meal
- Three Course Plated Meal

**Canapés**

- 1 Hour (4 pieces per person)
- 2 Hours (7 pieces per person)
- 3 Hours (9 pieces per person)

**Day Delegate**

- Alcoholic drinks package
- Please provide a quote for service staff
- I will provide my own service staff



If alcohol is to be sold at your event or it is a ticketed event, a Liquor License must be obtained through Consumer Affairs Victoria. A copy of the license must be provided prior to any use of the facility. If food is to be sold please ensure that your selected caterer is registered and has permission from the Southern Grampians Shire Environment Health Officer on 03 5551 8493 or [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au)

**Please submit with your form:**

- A copy of your Liquor License
- Public Liability insurance of \$10 million or more

**Note:** *If you do not have public liability insurance, please discuss with us.*

## TERMS AND CONDITIONS

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**In signing this agreement 'The Hirer' (Business/Organisation) agrees to the following terms and conditions:**

**Rates:** All rates are quoted in Australian Dollars (\$AUD) and are inclusive of GST (Goods and Services Tax.)

**Smoking:** All Hamilton Convention & Exhibition Centre function spaces are 100% smoke free. A \$350.00 fine will be applicable to any delegates found smoking within the building.

**Out of hours:** Out of office hours call out for access/hire of equipment will incur an additional fee of \$50.00 per call out. There is no guarantee this service will be available upon request.

**Key Collection:** Keys for the venue may be collected from the Hamilton Showgrounds office at a time confirmed by appointment.

**Key Return:** Keys must be returned immediately following the conclusion and pack down of the event. Failure to return keys at the allocated time will incur an additional fee of \$50.00 per day.

**Cleaning:** General cleaning such as vacuuming, and rubbish removal is included in the cost of the hire, however additional charges will be incurred by The Hirer in the event that the Hamilton Pastoral and Agricultural Society considers it necessary to engage the services of a professional cleaning company to clean the room which has been hired. The facility should be left in the state it was provided.

**Damage:** The Hirer will be held responsible for any cost incurred by the Hamilton Pastoral and Agricultural Society to repair any damage caused to the venue, including by not limited to, damage to any walls, floor surfaces, windows, doors, fixtures or furniture.

**Signage:** No banners, signs or posters may be attached, pinned or glued to any surface of the venue. Any damage caused to the facilities due to a failure to comply will result in appropriate cleaning charges to restore the facilities to their original condition.

**Access to Function Space:** Unless a 24-hour block is made on the venue, The Hamilton Pastoral & Agricultural Society reserves the right to dismantle the function room set up, allocate the space to other clients during non-use hours and reassign function space as necessary.

**Commencement and Vacating of Rooms:** The Hamilton Pastoral & Agricultural Society reserves the right to book other events in the same function space up to one hour before the scheduled event commencement time and one hour after the scheduled event finishing time. If any event should go outside the agreed times. Additionally, The Hamilton Pastoral & Agricultural Society reserves the right to book another function in adjoining rooms at any time.

**Alcohol:** No alcohol beverages are to be sold by The Hirer at any time without the appropriate licence obtained through Liquor Control Victoria.

#### Entertainment & Noise:

Noise restrictions apply to ensure that no disruption is caused to surrounding residential buildings. For all indoor functions, entertainment must conclude by 11:00pm, with function finish time 11:30pm. All functions have a maximum decibel rating of 75. Should the music be deemed excessive, The Hamilton Pastoral & Agricultural Society retains the right to turn down or stop the music.

**Payment:** Full pre-payment of all event costs will be required at least 7 days prior to commencement of the event. All additional services, facilities or charges incurred whilst on site, including external suppliers must be finalized within 48 hours of the event conclusion.

**Credit Card Fees:** Use of a credit card for any portion of a payment or deposit, will incur a payment processing fee of 1.3% against the full amount of the payment.

**Event Cancellation / Postponement:** If The Hirer cancels this Agreement, The Hirer will provide written notice to The Hamilton Pastoral and Agricultural Society, accompanied (except in the case of a Force Majeure) by payment of the amounts indicated below:

**I. Between 14 - 6 days prior to the event:**

- 25% of total estimated function charges (including food & beverage, room hire charges, audio visual and equipment hire based on numbers advised at time of confirmation).

**II. Between 5 – 2 days prior to the event:**

- 50% of total estimated function charges (including food & beverage, room hire charges, audio visual and equipment hire based on numbers advised at time of confirmation).

**III. 1 day or less prior to the event:**

- 100% of total estimated function charges (including food & beverage, room hire charges, audio visual and equipment hire based on numbers advised at time of confirmation).

The parties agree that the amounts included in this Cancellation clause are reasonable estimates of the losses that would be incurred by The Hamilton Pastoral and Agricultural Society and factor in the societies ability to mitigate its losses through resale. A change of dates or postponement of an event will be considered a cancellation and the above will apply. The new date will be considered as a new booking and our normal deposit policies will apply.

**Force Majeure:** If acts of God or government authorities, natural disasters, or other emergencies beyond a party's reasonable control make it illegal or impossible for such party to perform its obligations under this Agreement, such party may terminate this Agreement upon written notice to the other party without liability.

**Laws and Policies:** At no time will The Hirer commit any act or permit its employees, guests, or invitees to commit any act that is illegal, noisome, or offensive or is in breach of the rules of the venue, any statutes, by law, orders, or regulations, or other provisions having the force of the law.

**Conduct of the Events:** The Hamilton Pastoral and Agricultural Society may terminate this agreement if they reasonably believes that this booking is not being conducted in an orderly and lawful manner. The Hamilton Pastoral and Agricultural Society has no responsibility for any costs, damages or expenses that may be incurred in relation to The Hirers termination of this booking.

**Insurance:** Public liability insurance is the responsibility of The Hirer. If The Hirer does not have public liability, this can be discussed with The Hamilton Pastoral & Agricultural Society, where a fee will be applicable dependant on event requirements.

**Waiver:** If either party agrees to waive its right to enforce any term of this Agreement, it does not waive its right to enforce any other terms of this Agreement.



**ACCEPTANCE**

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By signing this, you agree to and understand the outlined Terms & Conditions. You also acknowledge that any previous agreements, understandings and negotiations cease to have any effect.

As confirmation of this agreement, a signed copy of all pages together with the requested documents is required. Non receipt of this signed agreement and/or deposit may result in all or some space not being available. The Terms and Conditions of this agreement are agreed to by:

*Please note the person signing must be a duly authorized representative of the company.*

**Business/Organisation Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**HAMILTON PASTORAL & AGRICULTURAL SOCIETY MEMBERSHIP**

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Sign up for a Hamilton Pastoral & Agricultural Society membership to stay up the date on the latest news and receive benefits at Sheepvention Rural Expo - Including access to the Members Bar & Lounge and additional guest passes.

**\$70.00 per person (Annual membership)**

- Yes, please sign me up to become a member
- I'm already a member.
- No thank you, maybe next time



**CREDIT CARD AUTHORISATION**

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Please note that any amount charged will be subject to a merchant surcharge fee of 1.3% charged by the card issuer.

**Please tick payment method below:**

Payments as listed below may be charged on the credit card provided below.

Payment as listed below to be made by Electronic Funds Transfer (EFT) when an invoice is provided.

- **Please note:** A valid credit card with sufficient funds must still be provided to guarantee the booking
- Should payment not be received by the due date, these may be deducted from the credit card provided without notice.
- Please email a copy of the payment remittance to [info@hamiltonshowgrounds.com.au](mailto:info@hamiltonshowgrounds.com.au)

**Please Select**

- Visa
- Mastercard
- Debit Card

**Name in Card** \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_

**Expiry Date** \_\_\_\_\_

**CVV (3 digits)** \_\_\_\_\_

**Total amount payable** \$ \_\_\_\_\_

**Cardholders Signature** \_\_\_\_\_

**Event Name** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

Please return all pages of the completed documents to [Trade@hamiltonshowgrounds.com.au](mailto:Trade@hamiltonshowgrounds.com.au)