

Hamilton Showgrounds & Equipment Hire – Booking Form

Business / Organisation Name: _____
Contact Name: _____
Position: _____
Address: _____

Landline: _____
Mobile: _____
Email: _____
Date of Event: _____
Event Start / Pickup time: _____
Event Start / Drop off time: _____
Number of Attendees: *(If Applicable)* _____
Type of Event: _____
Additional information: _____

Facilities required *(Please Tick)*:

Sheep Pavilion & Main Toilet Block

- ☐ Commercial Hire \$550.00 per day + Cleaning fee
☐ Non Commercial Hire \$320.00 per day + Cleaning fee

Ram Shed & Toilet Block

- ☐ Hire \$550.00 per day + Cleaning fee
☐ Ram/Stock Sale Hire \$11.00 per head + Cleaning fee *(Minimum of \$550.00 applicable)*

Red Shield Hut

- ☐ Commercial Hire \$150.00 per day
☐ Non Commercial Hire \$100.00 per day

Oval & Toilet Block

- ☐ Commercial Hire \$550.00 per day + Cleaning fee
☐ Non Commercial Hire \$180.00 per day + Cleaning fee

Major Events *(Inc Circus)*

- ☐ Hire \$1,100.00 per day + Cleaning fee

All facilities must be cleaned and all belongings of “the hirer” must be removed within 7 days of the events conclusion.

Failure to do so will incur a fee of \$50 per day.

Please note this time may be reduced depending on other bookings and you will need to discuss this when booking your event.

Equipment Hire (Please number amount required):

☐	Trestle Tables	\$12.00 each	
☐	White plastic chairs (No arm rests)	\$3.00 each	(Breakages \$15.00 per chair)
☐	Green plastic chairs (Arm rests)	\$3.00 each	
☐	Power Boards	\$55.00 each	
☐	Extension Leads	\$11.00 each	
☐	Exhibition Partitions	\$10.00 each	
☐	Tiered Seating	\$100.00 each	(Seat up to 20 people in 2 & 3 tiers. Must supply Public Liability)
☐	Boards & Pegs		
☐	Sheep Panels – 8 foot	\$5.00 each	(Enough to make 900 pens)
☐	Sheep Panels – 4 foot	\$5.00 each	
☐	Sheep Gates – 4 foot	\$5.00 each	
☐	Sheep Ramps	\$35.00 each	

**All panels & gates are for 1 week hire only.
\$1.00 per panel, per extra day will be applicable.
\$200.00 per panel will be applicable for any panels not returned.**

☐	Cattle Panels	\$11.00 each
☐	Cattle Ramps	\$35.00 each

Do you require The Hamilton Pastoral & Agricultural Society to source a bobcat/forklift to load/unload equipment for you?

Note: An additional fee will be applicable. Pickup Times are 8am or 4:30pm, anything out of these times may occur an additional fee.

☐ Yes ☐ No

Please submit with your form:

☐ Public Liability insurance of \$10 million or more (If hiring facilities)

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

TERMS AND CONDITIONS

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.)

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 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 facilities which has been hired. The facility should be left in the state it was provided.

Stock yards: The Hirer is required to pressure clean and sanitize and equipment prior to packing away/returning to The Hamilton Pastoral & Agricultural Society.

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 facilities/equipment including by not limited to, damage to any walls, floor surfaces, windows, doors, fixtures or furniture.

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

Commencement and Vacating of facilities: The Hamilton Pastoral & Agricultural Society reserves the right to book other events in the same facility up to three hours before the scheduled event commencement time and three hours after the scheduled event finishing 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.

Camping: Southern Grampians Shire Council policy states that 'Approval may be granted where the owners and their animals or participants and their equipment cannot be accommodate at other camping facilities. This needs to be evidenced in writing prior to the event for the request to be considered. A fine of \$XXX may be applicable should anyone be found camping at the grounds without prior approval by The Hamilton Pastoral & Agricultural Society / Southern Grampians Shire council.

Payment: Full pre-payment of all event and equipment hire 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 fees.)

facility charges (Including facility hire

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

- 50% of total estimated function charges (Including facility hire fees.)

III. 1 day or less prior to the event:

- 100% of total estimated function charges (Including facility hire fees.)

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

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 facilities/equipment not being available. The Terms and Conditions of this agreement are agreed to by:

Business/Organisation Name: _____

Contact Name: _____

Position: _____

Signature: _____

Date: _____

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

HAMILTON PASTORAL & AGRICULTURAL SOCIETY MEMBERSHIP:

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

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 Select

- ☐ Visa
- ☐ Mastercard
- ☐ Debit Card

Name in Card

Credit Card Number

Expiry Date

CVV (3 digits)



email	Total amount payable	\$ _____	- Please a copy of the payment remittance to
	Cardholders Signature	_____	
	Event Name	_____	
	Date of Event	_____	

info@hamiltonshowgrounds.com.au

Please return all pages of the completed documents to info@hamiltonshowgrounds.com.au