

# Hamilton Racing Club *Function Centre*

*The only venue you need for your special day*



Make your event a winner at the Hamilton Racing Club.

The Hamilton Racing Club (HRC) offers a unique blend of historic atmosphere with contemporary and heritage venues.

Located on the outskirts of Hamilton only a 5 minute drive from the CBD, the HRC highlights include a beautiful heritage listed grandstand, large open spaces and outstanding catering facilities.

With three different venues for you to choose from, you are sure to find the right space to make your event special at the HRC. With flexible function spaces HRC can accommodate your specific requirements.

Overlooking the racetrack, the Puramaka Room and historic grandstand offers function spaces that can cater for 6 to 200 people. Three conference and event rooms are available – Puramaka, Sir Agrifo and Apex Star Room. Whether it is a special birthday, engagement party, awards dinner, wedding, conference, product launch, Christmas celebration, exhibition, market the HRC has it all.

The venues have fully equipped catering facilities for your chosen caterer to use and fully operational bars can be arranged by our friendly staff. Each venue is understated in decor providing you a blank canvas to add your own touches to set the room up exactly how your want it.

With lush lawns, grand old trees and ample free parking, the HRC also offers an outdoor events centre. Whether it be your company Christmas party, market, cross country running race, community festival or large equipment exhibition, The grounds has the space to cater for all your needs.

## Venues

Function Room	Dining	Theatre	Cocktail
Puramaka Room	130	160	200
Sir Agrifo Room	120	150	180
Apex Star Room	100	120	150

# Hamilton Racing Club *Function Centre*

*The only venue you need for your special day*



## ***Puramaka Room***

The Members area is a fantastic open plan space located on the second level, it has an abundance of natural light and opens onto a large undercover balcony overlooking the racecourse.

### ***Features include:***

- Large open space to accommodate 130 seated at tables, 160 theatre style seating or 200 for a cocktail event.
- Modern catering facilities with dishwasher, serving spaces, cool room and commercial ovens.
- Large bar within the room
- Flat screen TV's
- Roofed balcony overlooking the winning post
- Disabled access

## ***Sir Agrifo Room***

The old Members area is an open plan room with floor to ceiling windows on the lower level and opens onto a lawn area overlooking the winning post. This space is filled with natural light and is perfect for your Christmas party, luncheon or wedding.

### ***Features include:***

- Large open space to accommodate 120 seated at tables, 160 theatre style seating or 200 for a cocktail event.
- Wooden dance floor
- Modern catering facilities with serving spaces, cool room and commercial ovens (Shared with Apex Star Room).
- Large bar within the room
- Flatscreen TV's
- Doors opening onto the lawn area
- Disabled access
- Can be used in conjunction with the Apex Star Room

## ***Apex Star Room***

Located under the heritage listed grandstand this open plan room oozes charm and character of a time gone by. With gorgeous wooden beams adorning the ceiling, rustic stone walls and French doors opening onto a private outdoor space, this room is perfect for a vintage inspired wedding, engagement cocktail party or high tea.

### ***Features include:***

- Large open space to accommodate 100 seated at tables, 120 theatre style seating or 150 for a cocktail event (Can be used in conjunction with the Sir Agrifo Room)
- Catering facilities with serving spaces, cool room and commercial ovens (Shared with Apex Star Room).
- bar within the room
- French Doors opening onto the private outdoor area
- Disabled access

# Hamilton Racing Club *Function Centre*

*The only venue you need for your special day*



The Hamilton Racecourse & Function Centre is the perfect location for your special day. The Hamilton Racecourse & Function Centre is the all inclusive location. Once you have arrived you will not have to leave - having your ceremony, pre dinner drinks, photos and reception all in the one place.

The beautiful lawn and rose garden overlooking the track is perfect for your ceremony and pre dinner drinks, and there are three different venues for you to choose from to suit your own style. From the contemporary feel of the Puramaka Room to the grandeur of the Apex Star and Sir Agrifo Rooms in the heritage grandstand the choice is yours.

# Hamilton Racing Club Function Centre

*The only venue you need for your special day*



## ***Additional Information***

### **AV Equipment**

*Each room has large plasma screen TV's which can be connected to the clients laptop.*

*A portable PA system can be hired at a cost of \$50.*

### **Bar**

*The HRC can provide a fully stocked bar and staff. Drinks can be purchased at bar prices on the night or alternatively, a tab system can be arranged. **Invoice to be paid within 7 days.***

### **Car Parking**

*Ample free car parking is available on site.*

### **Cleaning**

*The Hirer must collect all belongings and tidy up the function room at the end of their function or the next day if agreed upon prior to the function. The room is to be left neat and tidy, all rubbish in bins etc. Floors etc will be cleaned by our staff however if the room is left in an unsatisfactory condition, a cleaning fee will be applicable. If glass beer bottles are used instead of cans, additional garbage removal fees will apply as more bin space will be required.*

### **Furniture**

*12 round tables, chairs and trestle tables are available at no additional cost for inside function use. These can be set up in a configuration agreed upon prior to the event at no additional charge. Further set up requirements will attract additional charges*

### **Hours / Liquor Licence**

*The HRC liquor licence can run from 11am until 12.30am. Guests must depart by 1am.*

### **Kitchen**

*The Hirer can use any caterer or self cater. The kitchen must be left in the state as it was found or additional cleaning costs will be charged. Washing of crockery, cutlery etc is the responsibility of the Hirer*

### **Linen**

*Basic white table cloths can be hired at \$15 per table cloth (this includes cleaning).*

### **Glass**

*No glass is to be taken out of the room onto the lawn area.*

### **Security**

*All Football/Netball Clubs are required to have security staff at the event. Charges will depend on duration and number of people at the event and will be invoiced after the event.*

# Hamilton Racing Club Function Centre

The only venue you need for your special day



## BOOKING FORM

Full Name			
Company Name			
Email Address			
Address			
Suburb / Town		State:	Post Code:
Contact Numbers			
Function Information			
Function Date			
Function Start Time / End Time			
Type of Function		Number of guests	
ROOM HIRING			
Room Set Up Requirements			
Catering Information			

\*Hamilton Racing Club does not host 18<sup>th</sup> Birthday bookings .

Please see next page for Costs / options for each room



# Hamilton Racing Club *Function Centre*

*The only venue you need for your special day*



## Puramaka Room

(Upstairs, Members room)

- Room Hire is **\$600** which includes tables, chairs, cleaning and use of the kitchen.
- You can arrange your own caterer and the Race Club will provide **1** bar staff for a TAB system, Beverages at costs attached.  
If you wish to have additional Bar staff they will be charged at \$25 per hour.
- NO BYO



# Hamilton Racing Club *Function Centre*

*The only venue you need for your special day*



## Sir Agrifo Room & Apex Star Room

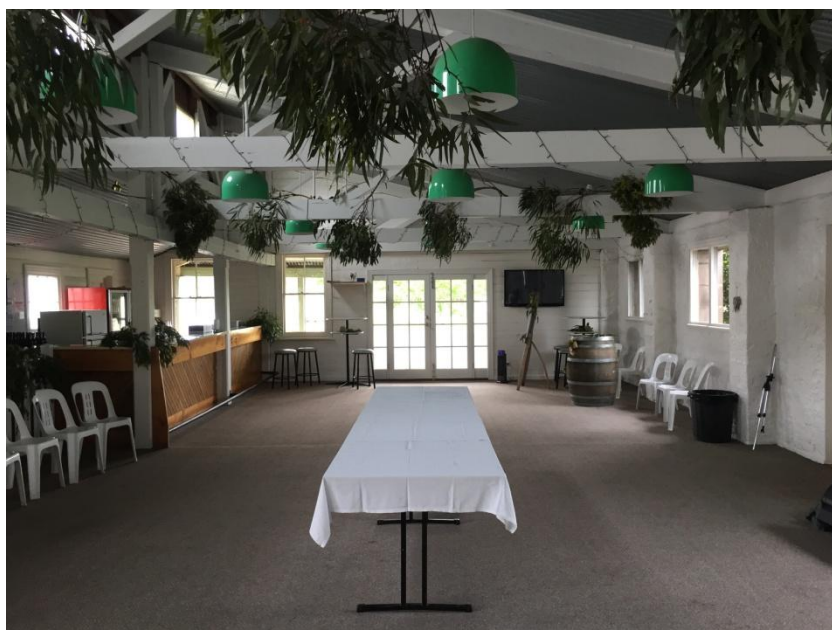
(Sir Agrifo is room with LONG bar / Apex Star is older room with GREEN lights)

### Option 1:

- Room Hire is **\$600** which includes tables, chairs, cleaning and use of the kitchen (\$1,100 for both rooms)
- You can arrange your own caterer and the Race Club will provide **1** bar staff for a TAB system, Beverages at costs attached  
If you wish to have additional Bar staff they will be charged at \$25 per hour.
- NO BYO

### Option 2.

- Room Hire is **\$600** which includes tables, chairs, cleaning and use of the kitchen (\$1,100 for both rooms).
- Client to provide the catering, staff and beverages.
- **A Liquor License MUST be provided and displayed**



# Hamilton Racing Club *Function Centre*

*The only venue you need for your special day*



## *Terms and Conditions*

### **Cancellations**

Cancellations made less than 14 days prior to the event will incur a cancellation fee of \$100. Cancellations made within 7 days of the event will forfeit the deposit

### **Confirmation**

Tentative Bookings will be held for a period of 14 days only. Upon confirmation, completed booking form, signed terms and conditions and deposit must be received to hold the date.

### **Cleaning**

The Hirer must collect all belongings and tidy up the function room at the end of their function or the next day if agreed upon prior to the function and a professional cleaning charge of \$100 is applicable for all functions..

### **Deposit /Payment**

Room hire fee is outlined earlier.

Each Booking will also incur cleaning fee (**already quoted in prices**).

A deposit of \$250 is required on booking and will be taken from the final invoice. An invoice will be supplied after the event for the remaining room hire, the bar, linen and any additional cleaning costs which is to be paid within seven days.

### **Prices**

All prices are current at the time of quotation, but HRC reserves the right to revise and update the package at HRC discretion.

### **Client Responsibility**

The Client is required to inform all relevant persons involved in the organising of the function of these Terms and Conditions and ensure the property is vacated in a satisfactory standard.

### **Displays and Signage**

No items are to be pinned, glued, stapled or adhered to any walls, doors or any other surface of part of the building.

### **Damages**

The Client is financially responsible for any and ALL damages sustained to HRC and its contents and property owned or in the care of HRC by the Client or Client's guests.

### **Security**

HRC reserves the right without liability to exclude or eject any or all objectionable persons from the property.  
*All Football/Netball Clubs are required to have security staff at the event. Charges will depend on duration and number of people at the event and will be invoiced after the event.*

### **Responsibility**

HRC will not accept any responsibility for damaged or loss of merchandise left at HRC prior to or after the function.

I/We hereby have read, fully understand and agree to all of the aforementioned conditions and agreement.

---

Signature (Please print & Sign)

---

Date



# Hamilton Racing Club *Function Centre*

The only venue you need for your special day



## **Beverage Costs**

Sparkling Patrick of Coonawarra Wines (Red, White & Sparkling)	\$6.00 per glass \$25per bottle
Beer (Carlton Draught)	\$6.00 per can
Light Beer (Cascade Light)	\$4.00 per can
Pre Mixed Cans of Spirits (vodka, Bundy, Jim beam, Scotch)	\$8.00 per can
Soft drink	\$2.00 per can



PATRICK  
*of* COONAWARRA

All items purchased will be recorded by our bar staff and invoiced after event. We can excluded any items on the bar list that you like (ie: offering your guests only beer, wine, soft drink.....but they can purchase own spirits over bar). **INVOICE MUST BE PAID WITHIN 7 DAYS of event**

Please discuss this at time of booking so we can let staff know.

# Hamilton Racing Club *Function Centre*

The only venue you need for your special day



## **Decorations**

For any function decor *ie*: Chair covers, table centrepieces & more we have contacts whom we can put you in touch with.

## **Wedding Ceremony**

Wedding Ceremonies are available upon request at the Hamilton Racing Club. A charge of \$200 for the ceremony area is required. Limited Chairs & Wine barrels available.

The area can then be decorated by you, to your needs (chairs, aisle, arches etc) But timing is dependable on race days at the HRC

