



FUNCTION INFORMATION

RECEPTION CENTRE

Overlooking the city, the Showplace Reception Centre, is an ideal location for your function, with its large open plan and expansive windows boasting natural light and great views.

With an onsite chapel together with the recently refurbished reception centre the Ipswich Showgrounds becomes an idyllic location for Weddings.

CONFERENCE/MEETINGS ROOMS

Once again, the Showplace Reception Centre is an ideal location for your event allowing for larger numbers to attend.

Should you require a smaller intimate room, the air conditioned committee room is a superb location overlooking the Greyhound Track.

EXHIBITION PAVILION

Boasting a vast amount of space our Exhibition Display Pavilion can cater from trade and exhibition shows to dinner up to 1000 guests.

ROOM CAPACITIES

Room	Cocktail	Banquet	Classroom/ Theatre
Showplace Reception Centre	300	200	220
Committee Room	30	-	20
Exhibition Pavilion	2000	1000	-

AUDIO VISUAL

Basic AV equipment is in various rooms. If you require additional facilities or equipment, these can be arranged for a nominal charge.

ACCESS AND PARKING

With free onsite parking (over 220 car spaces) and coach parking available makes getting here easy.

Travelling by public transport visit www.translink.com.au or call Translink on 13 12 30.

VENUE HIRE

- Reception Centre Hire charges for a function is based on 5.5 hour duration. Cost- \$300 hire fee and \$100 clean up fee = \$400 Total.(surcharge of \$80 per hour thereafter).
- Committee Room charges are based on a per hour basis (min 4 hours) and includes cleaning costs: (Cost: \$80 (minimum 4 hour hire), plus \$20 per hour thereafter)
- Exhibit Display Pavilion hire charges will be advised upon enquiry and discussion with Show Office staff.

SECURITY

A security guard may be required, depending upon the type of event, to supervise the bump-in, event and bump out. If this is required, security can be arranged for a fee.

CONFIRMATION AND BOOKING

Please advise the Show Office on 3281 1577 or admin@ipswichshow.com.au should you wish to book a date for your event. Confirmation of venue will only be secured once the signed confirmation sheet and deposit are received.



TERMS & CONDITIONS

VENUE HIRE FEE

Function Confirmation Sheet must be signed and returned with deposit fee, within 7 days of receipt, to confirm booking.

PAYMENT

\$100.00 non refundable deposit is required to secure your booking. Should you require a Tax Invoice please ask. Balance to be paid in full no later than 60 days prior to function.

Payment by way of bank cheque, Eftpos (available at Office); cash or paid direct (EFT) into:

Ipswich Show Society Bank Account for Direct Deposit

Account Name: Ipswich Show Society

BSB: 804059

Account No: 63334

Reference: Your Name or Organisation plus Date of Hire

CATERING - *We cater for a **minimum of 40 adults** in the Showplace Reception Centre.*

Your guarantee of the minimum number of guests attending your function must be confirmed ten (10) days prior to the function date.

*For food safety reasons, catering **MAY NOT** be purchased from any external source or provided by you and brought onto the premises. This Is A Food Safety Law.*

The only exception is a cake to celebrate an occasion. Kindly advise the Management of any expected deliveries.

MENU & BEVERAGES

To allow us the necessary time to attend to all your requirements, an interview will be arranged with Gabby's Catering to discuss your menu and beverage selection. Meals for children and toddlers are also catered for. Please advise the caterer if you have requirements for special meals i.e. vegetarian/diabetes etc.

In regard to beverages we have an extensive range of products available, though should you desire an alternative selection, Gabby's Catering will be happy to discuss this with you. Please allow sufficient time for delivery. Prices charged will be those current at the time of the function.

Payment for meals/beverages are to be paid direct to Gabby's Catering.

TOASTS/ SPEECHES

To ensure the meal is served to the best advantage, toasts/speeches should be held after the serving of dessert.

CANCELLATIONS

The following conditions apply if your function is cancelled.

The deposit paid is non refundable but is transferable to another available date, but should your function be cancelled less than 2 weeks prior to your date your deposit will be taken as a cancellation fee.



DAMAGE

You, as function organiser, are financially responsible for any damage suffered to Ipswich Show Society property during your function.

FIRE SAFETY

Fire safety laws prohibit the use of heaters, heat producing devices, open flames or lamps.

INSURANCE

The Show Society staff will take necessary care although will not accept responsibility for loss or damage of merchandise or property left in hall before, during or after function.

LICENSING LAWS

Alcohol licensing laws prohibit the consumption of alcohol not purchased from the premises conducting the function. All staff are certified in the Responsible Service of Alcohol and it is our policy that all staff comply with all relevant legislative and company requirements regarding the responsible service of alcohol, including refusing to supply liquor to a minor (or a person who cannot provide proof of age to confirm that they are 18 years or over), intoxicated or disorderly person. We will fully support any staff member who refuses service to a person on these grounds.

Beverages may not be purchased from any external source and brought onto the premises.

FLOOR PLAN

A floor plan displaying names and seating arrangements is suggested for the convenience of your guests when they arrive. Floor plan, highchairs required, table arrangement and number of guests at each table must be supplied ten (10) days prior to the function date.

DECORATIONS

Should you wish to decorate or theme your function, please discuss the alternatives with the Function Manager.

Please pre-arrange room access at least 1 week prior to your event if you wish to decorate the room.

Kindly also advise us of any expected deliveries or companies booked to theme your function.

TABLE LINEN

Tablecloths, Centre pieces, napkins/rings, chair covers & sash, etc are available through Gabby's Catering. Bridal table and cake table are decorated with lace covers. Chair covers are an optional extra (please discuss with Gabby's Catering). (Note - Crisp white linen will need to be hired in, if required). Other room decorations are welcome but only Bluetac may be used when fixing. We can arrange a time for you to place your individual decorations if you desire.

CHILDREN

Highchairs are available for little ones.

MICROPHONE

A microphone and podium are available for use if required.

LIVE ENTERTAINMENT OR DJ

Must cease playing by 11:30pm and start to pack up equipment.