



LEGISLATIVE ASSEMBLY FOR THE AUSTRALIAN CAPITAL TERRITORY

ROOM BOOKING APPLICATION FORM

For further information contact the Principal Attendant on **6205 0445**

Please note: Applications must be received at least five (5) clear working days before the date requested and may be overridden by priority users as contained in the *Guidelines for the use of Legislative Assembly facilities*. Fees will apply at all times except when booking form is submitted by a Member/Minister for a business hours function. In these instances the Member/Minister must be in attendance at the event for this exception to apply. Out of business hours functions booked by a Member/Minister will incur security charges as outlined in the *Guidelines for the use of Legislative Assembly facilities*. Access to the areas is **ONLY** available through the Public Entrance in Civic Square.

Room requested:

Reception Room

(Capacity: 130 standing, 120 seated)

Exhibition Room

(Capacity: 135 standing, 60 seated)

Media Conference Room

Date/s required:	Times: _____ am/pm (set up time and clean up time included)
Detailed description and subject matter of event:	
Responsible organisation/department/agency/MLA:	
Contact:	Phone No:
Contact email:	Facsimile No:
Name and address of person responsible for the payment of invoice (please provide full address):	
Cancellation policy: As set out in the section 13 of the <i>Guidelines for the use of Legislative Assembly facilities</i> , if at least 24 hours notice is not given for the cancellation of an after hours booking, a minimum of three hours security costs may be charged to the Licensee.	
I/we have attached a copy of the relevant public liability insurance certificate (if applicable).	
I/we have read and agree to comply with the <i>Guidelines for the use of Legislative Assembly facilities</i> and with the Legislative Assembly's cleaning and maintenance provisions as set out in sections 5.7 – 5.11 of the Licence Agreement. I/we also agree to comply with the Assembly's waste management system and will dispose of waste in accordance with the instructions provided.	
Signed: _____	Date: _____

PLEASE FAX TO 6205 0277

Cost of room hire (Mon – Fri, 8am – 5pm)

Charity/Community group:	\$ 55.00 for 3 hours or part thereof	or	\$ 91.50 per day
Commercial or other groups:	\$109.50 for 3 hours or part thereof	or	\$183.00 per day
Exhibition rate (art exhibitions/displays):	\$ 61.00 per day or part thereof		
Exhibition rate (charities):	\$ 30.50 per day or part thereof		

Additional after hours charges for Security Attendants:

Mon – Sat	\$59.50 Attendants' fee + \$44.00/hour
Sun & Pub Hols	\$59.50 Attendants' fee + \$59.00/hour

Equipment charges:

Water jugs	\$ 3.00 per jug	Crockery and glasses	\$ 0.95 per item
Tablecloths (inc dry cleaning costs)	\$ 24.40 per cloth	Urn	\$ 12.00
Whiteboard	\$ 12.00	TV / Video / DVD	\$ 61.00
Laptop computer	\$122.00	Data projector and screen	\$122.00

Room setup:

Number of people attending: _____

Number of tables required: _____
(10 available with dimensions 1800*750)

Number of chairs required: _____

Table and chair layout:

- Theatrette
- Herringbone
- Round Table
- Other (Please specify): _____

Special Requirements (associated costs apply, see above and see also section 3 of the *Guidelines for the use of Legislative Assembly facilities*):

- Microphone/Lectern
- Display Material
- Projection Screen
- Other (please specify): _____
- Use of Kitchen (Reception Room only)
- Catering equipment (charges may apply)
- Wires and hooks (Exhibition Room only)

Note: There is no permanent access to hearing loop facilities in the Reception Room or Exhibition Room and internet connection is not available in the Exhibition Room.

TO BE COMPLETED BY THE PRINCIPAL ATTENDANT

Type of function:

- Charity/Community organisation
- Commercial or other group:
- Government department
- Member/Minister:
- Assembly Secretariat:

Room hire fee to be charged: Yes No

Charges to be applied to Members' DOA/Minister for after hours security costs: Yes No
(pursuant to section 15 of the *Guidelines for the use of Legislative Assembly facilities*)

Approved Not Approved

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Speaker

TO BE COMPLETED BY THE PRINCIPAL ATTENDANT

Date of function: _____ Start and end time of function: _____

Organisation/Department/Agency/MLA: _____

Name and address of person responsible for the payment of invoice: _____

Member/Minister (if applicable): _____

Licence Agreement signed and copy of public liability insurance certificate provided (if applicable): Yes No

Applicant notified of approval and charges applicable: Yes No Date: _____

Booking confirmed and placed on Assembly intranet: Yes No

Booking times adhered to: Yes No

(If no - actual times of function: Start Time: _____ Finish Time: _____)

Cost of room hire (Mon – Fri, 9am – 5pm)

Charity/Community group:	\$55.00 for 3 hours or part thereof	or	\$ 91.50 per day
Commercial or other groups:	\$109.50 for 3 hours or part thereof	or	\$183.00 per day
Exhibition rate (art exhibitions/displays):	\$61.00 per day or part thereof		
Exhibition rate (charities):	\$30.50 per day or part thereof		

Additional after hours charges for Security Attendants:

Mon – Sat	\$59.50 Attendants' fee + \$44.00/hour
Sun & Pub Hols	\$59.50 Attendants' fee + \$59.00/hour

Charges

Charges to be applied to Members' DOA /Minister approved by Speaker: Yes No N/A

Equipment charges applicable: Yes No

<input type="checkbox"/> Whiteboard	\$_____	<input type="checkbox"/> TV/Video/DVD	\$_____	<input type="checkbox"/> Catering equipment	\$_____
<input type="checkbox"/> Laptop Computer	\$_____	<input type="checkbox"/> LCD projection and screen	\$_____	<input type="checkbox"/> Wires and hooks	\$_____

Equipment charges subtotal: \$_____

Room hire*: \$_____

After hours Attendants' fee: \$_____

Security for _____ hours @ \$_____: \$_____

Additional charges (if applicable): \$_____

Total: \$_____

Form submitted to Finance for processing: Date: _____

* A Minister/Member function is not to be charged a room hire fee however after hours security costs may be applicable.