



## Guidelines for the use of Legislative Assembly facilities

### 1. Introduction

The Legislative Assembly building has a number of areas that are available for use by external organisations and individuals when not being used for parliamentary or government functions. These guidelines have been established to assist Members and external organisations or individuals when booking areas within the Assembly building.

### 2. Approval process

The Speaker will approve the use of rooms by outside organisations or Members. Approval for the use of areas within the Legislative Assembly for non-parliamentary functions will be granted only if the function:

- . would be consistent with the dignity and the role of the Legislative Assembly; and
- . would not cause offence to any significant section within the ACT community.

When booking the Reception Room and/or Exhibition areas within the Assembly, Members, external organisations and individuals must complete the *Room Booking Application Form*. All applications for the use of the rooms should be made to the Speaker through the Principal Attendant. Bookings made that have been accepted by the Speaker are always subject to change by priority users, however every effort will be made to identify alternative venues in the building or times acceptable to the user.

The Speaker reserves the right to determine that an event is not suitable to be held within the Legislative Assembly building and reserves the right to refuse access to any group or individual. These areas shall be available for use based on the following priority listing:

- . Speaker (for formal or ceremonial functions);
- . Chief Minister, Minister and non-Executive Members;
- . private organisations and individuals.

### 3. Charges for external organisations or individuals

In cases where facilities are hired by external organisations or individuals a fee must be charged in accordance with the Legislative Assembly Precincts (Fees) Determination 2009. The fees set out in the determination are as follows:

Charity or community group	\$55.00 for 3 hours or part thereof; \$91.50 per day;
Commercial or other group	\$109.50 for 3 hours or part thereof; \$183.00 per day
Exhibition rate (art exhibition/displays)	\$61.00 per day or part thereof; and
Exhibition rate (charities)	\$30.50 per day or part thereof.

When completing the *Room Booking Application Form*, applicants should include set up and clean up times. If set up is required the night before applicants may be charged for that period.

Users of the building will also be required to enter into a licence agreement with the Territory and the conditions of use for the areas are set out in that licence agreement.

### ***Equipment charges***

The below charges shall apply for the use of the following equipment by external organisations or individuals. Charges listed are per day/event.

Technical equipment:

Whiteboard (pens and erasers)	\$12.00;
TV/Video/DVD	\$61.00;
Laptop computer	\$122.00; and
LCD projector and screen	\$122.00.

Catering equipment:

Water jugs	\$3.00 per jug
Crockery and glasses	\$0.95 per item;
Tablecloths (inc dry cleaning)	\$24.50 per cloth; and
Urn	\$12.00.

Exhibition hooks and wires are available without charge for use by groups using the Exhibition Room. Failure to remove and return these items will incur a charge of \$10 per hook and \$5 per wire which will be invoiced to the group on the room booking form.

#### **4. Security costs and bond**

The Legislative Assembly will require a security officer to be in attendance during functions held out of business hours (business hours are between 8 am – 5 pm). Therefore, if a function is being held out of hours, individual organisations and Ministers/Members (see section 15) will be required to cover the additional cost of providing security during the period of the function and will be charged at the following rates:

Monday – Saturday	\$59.50 Attendants' fee plus \$44.00 per hour; and
Sunday and Public Holidays	\$59.50 Attendants' fee plus \$59.00 per hour.

External organisations and individuals may also be required to pay a bond to be retained to cover any potential costs incurred as a result of the function (see **Schedule of Licence Agreement**).

#### **5. Room capacity**

The following area capacities have been determined by the ACT Fire Service and must be adhered to for health and safety reasons.

<b>Room / Area</b>	<b>Holding capacity</b>	<b>No of people (seated)</b>	<b>No of people (sit down meal)</b>
Reception	130	120	80
Exhibition	135	60	40*

\* Access to kitchen facilities for this area is poor.

## **6. Purpose for which rooms can be used**

The **Reception Room** and **Exhibition** areas are available for community and other events including arts and other exhibitions, certain charity fundraisers and public meetings. Assembly rooms are not available for overseas countries to hold their National Day celebrations, nor are they available for political or protest rallies and functions for electioneering purposes.

## **7. Advertising**

No commercial advertising signs, hoardings, billboards, banners or the like are permitted to be erected on or within the Assembly building or precincts unless prior approval has been sought. No protest material may be brought into the Assembly building at any time.

## **8. Conduct of events**

The Licensee shall conduct a function in an orderly manner, in accordance with relevant laws and in compliance with instructions issued by the Speaker, Clerk, Serjeant-at-Arms or authorised Assembly Attendants. The Licensee shall nominate a person who shall be responsible and held liable for the conduct of those attending the function. The nominated person should make themselves known to the Attendant at the time the room is being used.

It is also a requirement when booking a room that the Licensee agrees to comply with the Assembly's waste management arrangements and the cleaning and maintenance provisions as set out in sections 5.7 – 5.11 of the Licence Agreement.

Attaching objects to the walls will need the prior approval of the Assembly.

## **9. Monetary transactions**

Cash transactions including ticket sales, registration fees, membership fees, donations, sale of goods and services, raffles and auctions are not permitted within the Assembly building and precincts, however, unencumbered donations to charities are permitted. Exhibitions cannot appear to be attempting to contribute to a current Assembly debate, seek funding or display goods for sale.

## **10. Length of bookings**

The Reception Room and Exhibition areas may only be booked for the following maximum periods:

Meetings	- one day;
Conferences	- three days; and
Art exhibitions	- two weeks.

## **11. Smoking**

Guests must not smoke anywhere in the Legislative Assembly as it is a smoke free building.

## **12. Insurance**

The Licensee must provide a copy of their public liability insurance certificate (if applicable) at the time of booking.

### 13. Cancellation policy

Twenty-four hours notice should be given if a room booking for a function to be held during business hours is to be cancelled otherwise the Licensee may be charged for a minimum of three hours.

At least 24 hours notice must be given for the cancellation of an after hours booking. If sufficient notice is not given for the cancellation of an after hours booking a minimum of three hours security costs may be levied on the Licensee.

### 14. Official Assembly functions hosted by the Speaker

The Speaker from time to time will host official Assembly functions, for example:

- . citizenship evenings;
- . Commonwealth Parliamentary Association functions; and
- . Assembly open days.

### 15. Use of rooms by Members and Ministers

Recognising that Members and Ministers may have a need to hold functions and meetings, Members may seek the approval of the Speaker to use the Reception Room and Exhibition areas. If it is clear that it is a Member's or Minister's function (and not that of an external organisation/department/agency or individual) no charge is applicable for use during normal business hours. No charges will be applied to Members or Ministers for the use of equipment. If the function is held out of business hours, Members and Ministers will be billed for security costs incurred. Members can utilise their Discretionary Office Allowance (DOA) for this purpose.

#### ***Rooms other than the Reception Room and Exhibition areas available for use by Members and Ministers***

The following areas within the Assembly are available for use by Members and Ministers for parliamentary, electoral or government purposes and are not available for use by government departments and outside groups or individuals with the exception of committee rooms which may, in exceptional circumstances, be used for other purposes with the approval of the Speaker. If functions are held out of hours, Members and Ministers will be billed for security costs incurred where applicable. Members can utilise their Discretionary Office Allowance (DOA) for this purpose.

The **media conference room** is situated on the first floor near the Exhibition area. Bookings are to be made through the Principal Attendant and priority will be in the order bookings are received.

The **Speaker's hospitality room** is situated on the first floor adjacent to the Speaker's office and prior approval of the Speaker must be given. The Member booking the room must be in attendance at the function. Bookings for this room are to be made directly through the Speaker's Office.

<b>Room</b>	<b>Holding capacity</b>	<b>No of people (seated)</b>	<b>No of people (sit down meal)</b>
Speaker's hospitality room*	40	30	20

\* Kitchen facilities available

The **Members' lounge** is situated on the first floor. Bookings are to be made through the Principal Attendant and priority will be in the order bookings are received.

**Committee Rooms 1 and 2** Members or Ministers who book the room, or their employees (employed pursuant to the *Legislative Assembly (Members' Staff) Act 1989*) are expected to be in attendance for the duration of the booking.

The following order of precedence will apply for the use of committee rooms:

- . Assembly committees holding a public hearing;
- . Assembly committees holding a deliberative meeting;
- . Speaker's use for formal or ceremonial function of the Assembly; and
- . individual Members including Ministers.

The order of precedence will only apply where there are competing priorities for the use of the room. In such circumstances, a previously accepted booking of a lower priority is subject to change at short notice. Bookings are to be made through the Committee Office and if use is required after hours the Principal Attendant is to be informed in writing. Charges will apply.

**Party rooms** are for the use of Government, Opposition and Crossbench parties for their parliamentary duties.

**Questions regarding the use of Legislative Assembly facilities should be directed to the Principal Attendant on 6205 0445.**

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**Endorsed by the Standing Committee on Administration and Procedure on 23 May 2006;  
Updated 21 May 2007, 24 July 2007, 5 February 2009, 4 December 2009 and  
20 August 2010.**

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## 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**

<b>Date/s required:</b>	<b>Times:</b> _____ <b>am/pm</b> (set up time and clean up time included)
<b>Detailed description and subject matter of event:</b>  	
<b>Responsible organisation/department/agency/MLA:</b>  	
<b>Contact:</b>	<b>Phone No:</b>
<b>Contact email:</b>	<b>Facsimile No:</b>
<b>Name and address of person responsible for the payment of invoice</b> (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> , <b>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.</b>	
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.