



## **APPLICATION TO USE PARLIAMENTARY FUNCTION ROOMS AND CATERING SERVICES**

I AGREE TO THE TERMS AND CONDITIONS SET OUT IN THE PARLIAMENT OF TASMANIA FUNCTION PRECINCT GUIDELINES AND IN THIS DOCUMENT AND ACKNOWLEDGE THAT MY EVENT IS BOOKED AND CONFIRMED ONLY WITH RECEIPT OF A COMPLETED SIGNED COPY OF THIS APPLICATION AND CONFIRMED BY THE PARLIAMENTARY CATERING SERVICE IN WRITING.

### **APPLICANT DETAILS**

<b>Name</b>	
<b>Signature</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Organiser contact number</b>	
<b>Organiser email address</b>	
<b>Contact number on the date of event</b>	

### **EVENT DETAILS**

<b>Date of event</b>	
<b>Time</b>	<b>FROM</b> <b>TO</b>
<b>Expected number of guests (Approx.)</b>	
<b>Name and contact details of person responsible for payment</b>	
<b>Event details</b>	

<b>Sponsoring Member (please attach evidence)</b>	
<b>Is this function open to the media?</b>	
<b>Requested function space (see fees below)</b>	
<b>Catering Requirements</b>	<input type="checkbox"/> Tea and coffee <input type="checkbox"/> Sit down meal <input type="checkbox"/> Cocktail function <input type="checkbox"/> Morning/ afternoon tea sweet <input type="checkbox"/> Morning/afternoon tea savory <input type="checkbox"/> Other
<b>Set up style</b>	<input type="checkbox"/> Theatre <input type="checkbox"/> Banquet <input type="checkbox"/> Boardroom <input type="checkbox"/> Cocktail
<b>Equipment</b>	<input type="checkbox"/> TV Screen (\$75) <input type="checkbox"/> Chairs (no charge) <input type="checkbox"/> Microphone (no charge) <input type="checkbox"/> Lectern (no charge)

#### VENUE HIRE FEES

ROOM	PER DAY	PER HOUR
Reception Room	\$400	\$75.00 minimum 2hrs
Long Room	\$350	\$75.00 minimum 2 hrs

**CONDITIONS OF USE:**

1. Account to be settled within 14 days of invoice.
2. The person holding the function is responsible for payment unless stated otherwise and alternate payment details are provided.
3. A list of all attendees must be provided 48 hours before the event and all visitors consent to personal security screening and screening of any items they bring into the building.
4. Appropriate care must be exercised at all times in the protection of works of art, building finishes and fabrics. Damage caused by a user may be subject to cost recovery.
5. The named applicant on this agreement accepts the Parliament's allergen statement on behalf of invited guests.
6. Accept and sign the terms and conditions of the function precinct guidelines.

RETURN TO: JOHN GLINATSI, MANAGER PARLIAMENTARY CATERING SERVICE

[John.glinatsis@parliament.tas.gov.au](mailto:John.glinatsis@parliament.tas.gov.au)

PH: 03 6212 2236