

USE OF FUNCTION ROOMS

4. TERMS AND CONDITIONS

General Rules

- 4.1 The Presiding Officers have control over the Parliamentary Precinct and the use of the facilities within the precinct is at their discretion.
- 4.2 The House Committee has agreed to the following general rules and guidelines for approvals to hold events and functions on the precinct.
- 4.3 The Presiding Officers are empowered to make exemptions/exceptions.

Functions

- 4.4 Functions may be held within the Parliamentary Precinct and include events typically associated with the day-to-day activity of the Parliament or Government. Functions do not include any proceedings of Parliament such as Parliamentary Committee meetings.
- 4.5 Approval to conduct a function is provided by either of the Presiding Officers.
- 4.6 A person applying to hold a function within the precinct (the applicant) must have the sponsorship of a current Member of the Tasmanian Parliament.

Use of the Parliamentary Catering Service

- 4.7 Clients are strictly prohibited from bringing food/beverages into the precinct, unless prior approval has been granted.
- 4.8 All catering must be provided by the Parliamentary Catering Service.
- 4.9 Where a Client specifically requests to bring in their own food/beverage because of sponsorship, advertisement or some other reason, this request may be granted only where the Client agrees to a fee (such as a 'corkage' charge) that enables the Parliamentary Catering Service to not only recover costs but make a profit margin comparable to what could have been achieved if Parliamentary Catering Services supplied the food/beverage.

Use of Parliamentary Security Services

- 4.10 MSS security services provide security within the precinct.
- 4.11 The security presence (i.e. the number of Security Officers) varies depending upon the time/day and also the number and type of events occurring on a given day.
- 4.12 The Parliamentary Catering Service liaises closely with Parliamentary Security Services to ensure adequate security for a function/event is in place.

4.13 Depending upon the function event type, location and numbers attending the function, there are a number of options for managing security requirements:

- There may be no requirement for additional security beyond that normally provided;
- There may be a requirement for pre-existing security manning levels to make an occasional check on a function (but there would be no additional costs associated with providing this occasional check); and
- There may be a requirement for additional security resulting in additional cost. This decision will be made following consultation between the Manager Joint Services and the Manager, Security and Attendants. Such costs will be added to the cost of the function and be borne by the Client. These costs will be added to the amount of the Venue Charge and identified as a separate charge.

Function Agreements

4.14 There are a number of specific rules that all Clients are required to abide by when using the facilities which are detailed in the Function Agreement annexed to these rules. In general terms, the Function Agreement outlines:-

- The detail of the function (nature, when, where, number of guests etc);
- The terms and conditions of using the precinct;
- If catering is to be provided, the details of that catering; and
- Payment arrangements.

Approval to use standard function/event locations

4.15 There are a number of standard locations within the precinct which are available for functions/events and meetings. The following table outlines the venues available and the approval requirements.

VENUE	APPROVALS REQUIRED		
	President	Speaker	President or Speaker
Reception Room			Yes
Long Room		Yes	
Committee Room 1			Yes
Committee Room 2			Yes
Committee Room 3			Yes
Government Party Room*		Yes	
Legislative Council Ante Chamber**	Yes		

* The Government Party Room is not available for use by external users with the exception of public servants.

** The Legislative Council Ante Chamber is available only to the Members and Officers of the Legislative Council.

Rules

- 4.16 The following rules apply:-
1. Clients must seek approval in writing.
 2. Venues may not be “block-booked” for long periods in advance.
 3. Venues are available only to-
 - a. Members;
 - b. Persons/organisations sponsored by a Member; or
 - c. staff of the Parliamentary Service (for Service related matters only).
 4. All bookings sponsored by a Member must be made in the name of a Member.
 5. Committees and Members have priority for all other meeting rooms during sitting weeks.
 6. Water/glasses will be provided in meeting rooms at no cost.
 7. Catering will be provided upon request and will be billed to the Client (see below).
 8. Venue charges are applicable as detailed below.

Event Catering

- 4.17 In addition to the costing sought for venue and/or equipment hire, a Client shall obtain from the Parliamentary Catering Service a costing for the supply of food and beverage catering for every function.
- 4.18 Functions proposed to be held on a non-sitting night require the following minimum number of attendees:-
- 50 for a seated function; and
 - 80 for a standing function.

NOTE: 24 hours’ notice is required for cancellation of non-seated functions and 48 hours’ notice of cancellation of sit down/banquet functions. A cancellation fee will be charged to cover costs of non-attendance of numbers booked.

Venue Capacity

- 4.19 Each venue within the precinct has been assigned a “capacity” i.e. a maximum number of people that can be accommodated within that venue space for a function. The capacity is expressed in terms of the number of persons allowable-
- Cocktail (a standing fully catered function such as a cocktail party);
 - Theatre configuration (a seated function such as a conference plenary session);
 - Banquet configuration (a seated fully catered function such as a conference dinner); and
 - Boardroom configuration (a seated function with a ‘boardroom table’ (number accommodated at table detailed in table below) and gallery seating).
- 4.20 The prescribed capacities may only be varied by the Presiding Officers who shall have regard to occupational health and safety requirements.

VENUE	CAPACITY			
	Cocktail	Theatre	Banquet	Boardroom
Reception Room	120	80	80	N/A
Long Room	70	40	N/A	20
Committee Room 1	N/A	N/A	N/A	20
Committee Room 2	N/A	N/A	N/A	12
Committee Room 3	N/A	N/A	N/A	10
Government Party Room	N/A	N/A	N/A	14
Legislative Council Ante Chamber	N/A	N/A	N/A	8

Venue and Equipment Charges

Background and Rationale

- 4.21 Functions are conducted in a range of different locations within the precinct and at different times. This introduces a number of additional costs not experienced in the traditional Member related trading areas such as the Parliamentary Dining Room. These function related costs include–
- Set-up costs (e.g. the cost of moving furniture to suit particular types of functions); and
 - Cleaning costs, particularly where two (2) functions are to be held back to back in the same location.
- 4.22 In the case of venues in Parliament House, the venues require a high degree of maintenance for a number of reasons, including –
- The significant value of the rooms and contents;
 - The rooms were not designed as function rooms catering for large numbers; and
 - The specialised nature of repairs.
- 4.23 The above costs are often not covered by catering charges and if there is no catering, the costs are certainly not recouped.
- 4.24 The venue charge is used to offset the cost of venue set-ups, cleaning, laundry/linen, and depreciation on capital items.

Application

- 4.25 There are a number of important principles underpinning venue and equipment charges and their application. There are four (4) client groups utilising function venues:

Tasmanian Members of Parliament

Members (and former Members) are exempt from the venue and equipment charges where:-

- The Member is the principal Client and will be in attendance at the function; and
- The Member is issued an invoice and is solely responsible for payment.

Internal clients (e.g. Tasmanian Parliamentary Committees and Parliamentary staff)

The following clients/entities are exempt from the venue and equipment charges:

- Tasmanian Parliamentary Committees; and
- Tasmanian Parliamentary staff.

Government Departments, Agencies, Other Parliaments, Public Bodies etc

All Government Departments/agencies, Other Parliaments and Public Bodies are liable for the venue and equipment charges.

Other organisations/individuals

Generally, all other organisations/individuals are liable for the venue and equipment charges.

4.26 The Presiding Officers may consider requests to waive the venue and equipment charges on a case by case basis (e.g. for certain charity, not-for profit organisations).

Venue Charge

4.27 Venue Charges have been developed for each venue taking into consideration–

- the notional venue capacity (numbers); and
- known costs associated with set-ups for certain venues.

Venue Charges

	PER DAY \$	PER HOUR \$
Reception Room	200	50 (minimum 2 hours)
Long Room	150	40 (minimum 2 hours)
Committee Room 1	100	15
Committee Room 2	100	15
Committee Room 3	50	10

Equipment Charges

4.28 Equipment Charges have been developed for each piece of equipment taking into consideration the notional costs associated with equipment usage.

Equipment Charges

	\$
Projector Screen	25
Overhead Projector and Screen	45
White Board	25
Electronic White Board	70
TV/VHS/DVD Kit	80
Prodata Projector	140
Large Plasma Screen TV/DVD	255