



# PARLIAMENT OF TASMANIA FUNCTION PRECINCT GUIDELINES



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## 1. OVERVIEW

This document provides a set of guidelines for users of dining, meeting and function rooms in the Parliamentary Precinct. The intended users of the document are primarily:

- a) Members of Parliament
- b) senior parliamentary staff
- c) groups and organisations external to the Parliament who utilise Parliamentary facilities under the sponsorship of a Member of Parliament
- d) Organisations and group with approval to host an event or meeting in a Parliamentary Committee Room (organised through [LC.Switchboard@parliament.tas.gov.au](mailto:LC.Switchboard@parliament.tas.gov.au))

## 2. SCOPE

**2.1.** This document provides guidance on the appropriate use of venues within the Parliamentary Precinct. The purpose of these guidelines is to ensure:

- a) the operations of Parliament are not interrupted.
- b) rooms are available to undertake the business of the Parliament
- c) compliance with relevant Work Health and Safety requirements, and all relevant security measures
- d) rooms are used appropriately according to their size and facilities
- e) costs are recovered when applicable
- f) an appropriate representation of Parliament is maintained
- g) the heritage value of the Parliament House building and associated fittings is considered and preserved

**2.2.** These rules and guidelines replace any previous policy documents, rules or guidelines pertaining to room use and permissions in any part of the Parliamentary Precinct.

## 3. DEFINITIONS

**Client** Means a person holding a function in the Parliamentary precinct in accordance with this document.

**Parliamentary Precinct** includes Parliament House, those floors occupied by the Parliament in the Salamanca Building, 4 Salamanca Place and all areas adjacent to the Parliamentary buildings, including the car park.

**Internal Users** refers to current Members of the Tasmanian Parliament, Table Officers and Parliamentary staff.

**External Users** refers to any person who is not an Internal User.

**Presiding Officers** means the Speaker of the House of Assembly and the President of the Legislative Council.

**Sponsoring Member** means a current Member of the Tasmanian Parliament who endorsed the hosting of an event by an organisation. For avoidance of doubt, this does not mean the Member is financially responsible for the event.

## **4. DECISION MAKING**

**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 Manager Parliamentary Catering Service is empowered to approve function applications or refer them to the Usher of the Black Rod and the Sergeant-at-Arms for further consideration.

**4.3** The Presiding Officers are empowered to make exemptions in accordance with the following table:

<b>VENUE</b>	<b>APPROVALS REQUIRED</b>
RECEPTION ROOM	PRESIDENT OR SPEAKER
LONG ROOM	SPEAKER

**4.4** These guidelines are in operation on approval of the Joint House Committee.

## **5. SPONSORSHIP**

**5.1.** A person, who is not a current Member or Senior Staff Member of the Parliament of Tasmania, must have the sponsorship of a current Member of the Tasmanian Parliament in writing before submitting a completed application form to hold a function in the Parliamentary Precinct.

**5.2.** A sponsoring member must be present at any event they sponsor for the sponsorship be valid.

## **6. FUNCTION SPACES**

**6.1.** The Long Room and Reception Room are the only venues available for hire for external clients.

**6.2.** Committee Rooms are only available by an approved booking through [LC.Switchboard@parliament.tas.gov.au](mailto:LC.Switchboard@parliament.tas.gov.au) and are subject to booking conditions.

**6.3.** Catering services are available to internal staff in other spaces with consultation with the Manager Parliamentary Catering Service.

## **7. EXCLUSIVE USE OF THE PARLIAMENTARY CATERING SERVICE**

Private catering is not permitted to be provided in the following function spaces unless prior approval has been granted from the Presiding Officers:

- a) Bistro
- b) Reception
- c) Dining Room

- d) Committee Rooms
- e) Committee waiting area/ break out space
- f) Billiard Room
- g) Long Room

All catering must be provided by the Parliamentary Catering Service in these spaces.

## **8. TERMS AND CONDITIONS OF THE CATERING SERVICE**

**8.1.** Upon the approval of an application for catering, the Manager Parliamentary Catering Service will provide a quote for the supply of food and beverage requirements and applicable room hire fees.

**8.2.** The Function Agreement consists of the booking form and the acknowledgement of these guidelines by signing the statement at Appendix A.

**8.3.** The following terms and conditions apply to the function booking:

- a) Event details are to be finalised no later than 14 days prior to the event date including menu and room setup.
- b) All event attendance numbers are to be finalised no less than 7 days prior to the event
- c) allergy information must be provided no later than 14 days prior to the event
- d) The cost of the event will be invoiced to the event holder on the day and payable within 14 days
- e) Events sponsored by a Member will not be confirmed until evidence of sponsorship is provided
- f) A typed list of attendees' names must be supplied to Parliamentary Catering a minimum of 48 hours in advance of the event for security purposes
- g) Special requests or requirements are to be raised with the Manager Parliamentary Catering Service at the time of submitting the booking application to determine if these can be appropriately accommodated
- h) No part of the venue, building, grounds and other areas forming the Parliamentary Precinct may be used for any other purpose other than that described in the Function Agreement, for any unlawful purpose or in any unlawful way or for any purpose that may cause reputational damage to the Tasmanian Parliament

## **9. EVENTS OUTSIDE OF BUSINESS HOURS**

**9.1.** Outside of business hours refers to after 5.00 pm on a non-sitting day, weekends and public holidays.

**9.2.** Functions can only be held outside of business hours with the express permission of the Speaker or the President. For events held outside of business hours the following minimum number of attendees apply:

- a) 50 for a seated function
- b) 80 for a standing function

**9.3.** Functions held out of hours will incur further costs associated to staffing, security and other surcharges applicable. Please see item 13 of this document for information on security.

## **10. FEES**

**10.1.** Fees for external bookings are as follows:

<b>ROOM</b>	<b>PER DAY</b>	<b>PER HOUR</b>
Reception Room	\$400	\$75.00 minimum 2hrs
Long Room	\$350	\$75.00 minimum 2 hrs

**10.2.** A Presiding Officer may, by written advice to the Manager Parliamentary Catering Service, provide exemption from fees.

**10.3.** The person applying to hold the function is responsible for all costs unless stated otherwise and alternate payment details are provided.

## **11. CANCELLATIONS**

**11.1.** Any User who cancels an event and or catering will be held responsible for the actual costs incurred up to the time of cancellation.

**11.2.** Notification of cancellations should be made in writing to the Manager Parliamentary Catering Service as soon as possible.

**11.3.** Notice period for cancelation:

- a) 7 days' notice required for a sit-down function
- b) 5 days' notice required for cocktail party

**11.4.** On the occasion that a significant number of attendees booked do not attend the event, a 50% per head charge will apply to cover costs of the non-attending guests.

**11.5.** Change of date will be considered on a case-by-case basis subject to venue availability and may still incur charges.

## **12. VENUE CAPACITIES**

**12.1.** Each venue within the Parliamentary Precinct has been assigned a capacity which is the maximum amount of people that can be accommodated to that space. These capacities vary depending on the function style and set up requests.

**12.2.** Standard function setup options are as follows:

- a) Cocktail, a standing fully catered function such as a cocktail party
- b) Theatre configuration, a seated function such as a conference plenary session
- c) Banquet configuration, a seated fully catered function such as a conference dinner
- d) Boardroom configuration, a seated function with a boardroom table

**12.3.** The prescribed capacities may only be varied by the Presiding Officers who shall have regard to relevant WHS requirements.

**12.4.** Venue change due to operational needs may occur at any time under the direction of the Manager Parliamentary Catering.

VENUE	CAPACITY		
	COCKTAIL	BANQUET	THEATRE
RECEPTION ROOM	100	80	80
LONG ROOM	70	0	40

### **13. USE OF PARLIAMENTARY SECURITY SERVICES**

**13.1.** A private security firm provides 24/7 security services to the Parliamentary Precinct. The Parliamentary Catering Service liaises closely with the Sergeant-at-Arms and the Usher of the Black Rod to ensure adequate security for a function is in place.

**13.2.** Depending on the event type, location, timing and numbers attending, the Usher of the Black Rod and Sergeant-at-Arms will determine if additional security is required for the event. Requirements for additional security will be added to the cost of the function and borne by the client. A decision for additional security requirements will be communicated to the client prior to event approval.

### **14. APPLICATION AND ALLERGEN STATEMENT**

**14.1.** Applications for catering and function services must be made on the prescribed form and emailed to Manager Parliamentary Catering Service.

**14.2.** The Parliamentary Users Allergen Statement is at Appendix B.

### **15. FORCE MAJEURE**

Parliamentary Catering will be entitled to cancel, modify or vary the event, if Parliamentary Catering considers such action is necessary due to a Force Majeure Event. Under no circumstances is the Parliament liable for any consequential loss or damage arising from such an occurrence, such factors include but are not limited to:

- a) Industrial action
- b) Emergencies
- c) Protests
- d) Accidents
- e) Mechanical failure of equipment
- f) Security measures
- g) Restrictions on food and beverage supply
- h) Failure of utility services
- i) Voluntary or mandatory compliance with any law or governmental order, rule, regulation or directive

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_ acknowledge that I have read the Tasmanian Function Precinct Guidelines and the Parliamentary Users Allergen Statement. I agree to abide by the terms and conditions as set out in both documents.

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_



## Information for all Parliamentary Catering Service users who suffer from any known Food Allergies or Food Intolerances.

Under the Food Act 2003 (Tas), the Parliamentary Catering Service cannot make claims regarding 'allergen free' products if we are unable to completely substantiate this claim.

The Parliamentary Catering Service CANNOT guarantee that food served in any dining area within the Parliamentary precinct is or can be made 100% free of allergens.

Our menus consist of multiple food items which are prepared concurrently within a shared environment with shared mixed food storage, refrigeration, scullery and preparation areas.

We do not have separate fryers, plates or other dedicated 'allergen free areas and equipment' therefore, the risk of cross contamination is very high and likely.

Whilst some products we use are free of specified allergens at the time of purchase, this cannot be guaranteed at the time of consumption due to the previous stated reasons.

Any user of the Parliamentary Catering Service who has complex or multiple food allergies, allergic sensitivity whereby that secondary contact or their allergens results in anaphylaxis and/or a reaction will need to consider attendance and/or bring appropriate medical remedies and acknowledge a safe meal CANNOT be guaranteed.

**John Glinatsis**

**MANAGER PARLIAMENTARY CATERING SERVICE**