

LEGISLATIVE ASSEMBLY
FOR THE AUSTRALIAN CAPITAL TERRITORY



Room Booking Application Form

This form should be completed by individuals seeking to make a booking to use either the Reception Room or the Exhibition Room at the Legislative Assembly. Applications must be received at least five (5) working days before the booking date requested and may be overridden by priority users. Use of the Legislative Assembly's facilities is subject to rules endorsed by the Speaker. These rules are available from the Assembly's website.

Completed forms may be handed to Assembly attendant staff or may be emailed to:

LA.roombooking@parliament.act.gov.au

Details of booking

Room requested:	<input type="checkbox"/> Reception Room (Capacity: 110 standing; 80 seated w/o tables; 40 seated with tables) Available after September 2026 due to building works <input type="checkbox"/> Exhibition Room (Capacity: 60 standing; 40 seated w/o tables)
Date/s and time/s required: <i>Ensure set up and clean up times are included</i> <i>Ensure event start time and finish time are included</i>	
Description of function/event and subject matter:	

Applicant details

Note: Different requirements and procedures apply to the use of the Assembly's facilities depending on whether the applicant is a Territory entity or an individual/body external to the Territory.	
This application is being made by or on behalf of: <i>* Non-Territory entities must have, or obtain, public liability insurance and be able to provide a certificate of currency for that insurance.</i>	Territory entity, being a: <input type="checkbox"/> MLA/Minister <input type="checkbox"/> Office of the Legislative Assembly <input type="checkbox"/> ACT Government Directorate or Territory agency an individual or body that is not a Territory entity*, being a: <input type="checkbox"/> Registered charity <input type="checkbox"/> Local community group <input type="checkbox"/> Other
Name of the applicant:	
Organisation on behalf of which application is being made (if applicable):	
ABN (if applicable):	
Contact details of the person responsible for this booking:	Phone (bh): Mobile: Email:
Full name and contact details of individual who is responsible for the invoice for this booking:	Name: Phone (bh): Mobile: Email:

Room setup and layout

- Number of people attending:
 Number of tables required:
 (10 available with dimensions 1800 x 750mm)
 Number of chairs required (80 available):
 Room layout:
 Theatre
 Roundtable
 Other (please specify)

Room setup diagram:

Note: There is no permanent access to hearing loop facilities in the Exhibition Room, however a temporary hearing loop is available on request.

Applicable Fees

Based on the Legislative Assembly Precincts (Fees) Determination 2019 (Disallowable Instrument DI2019-280).

Use of the Reception Room	Registered charity or local community group: \$100 for three (3) hours or part thereof; \$150 per day Any other individual or groups: \$200 for three (3) hours or part thereof; \$300 per day
Use of the Exhibition Room	\$100 per day
Security Fee Applies when rooms are used outside of 8am—5pm, Monday to Friday	Monday to Friday—\$100 Attendants’ fee + \$100 per hour

Equipment required

Note: fees apply for the supply of: <ul style="list-style-type: none"> Water jugs, glasses and crockery (\$25 for 50 people or less, \$50 for 50 people or more) Tables dressed (\$25 each) 		Other equipment—no additional charges apply
Item	Quantity required	
<input type="checkbox"/> Water jugs		<input type="checkbox"/> Whiteboard
<input type="checkbox"/> Glasses (80 max)		<input type="checkbox"/> Laptop (computer)
<input type="checkbox"/> Crockery (80 max)		<input type="checkbox"/> Data projection and screen
<input type="checkbox"/> Tables dressed		<input type="checkbox"/> Microphone/Lectern
		<input type="checkbox"/> Use of kitchen (reception room only)
		<input type="checkbox"/> Wires and Hooks (exhibition room only)

Applicant declaration

- Cancellation policy: as set out in section 13 of the *Guidelines for the use of Legislative Assembly facilities*, if at least 24 hours notice is not given for the cancellation of an afterhours booking, a minimum of three hours security fees 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 *Guidelines for the use of Legislative Assembly facilities* and with the Legislative Assembly's cleaning and maintenance provisions as set out in sections 5.7—5.11 of the Licence Agreement; and I agree to comply with the Assembly's waste management system and will dispose of waste in accordance with instructions provided.

In signing this form I/we are agreeing to pay any associated charges as set out on the following page.

Full Name:

Signature:

Date: