



For further information contact the Assembly Attendants on 62050439

**Please note:** Applications must be received at least five (5) clear working days before the date requested and may be overridden by priority users. Fees will apply at all times except when booking form is submitted by a Member/Minister for a business hours function. The event must be clearly that of the Member/Minister (and not that of an external organisation/directorate/agency or individual) and 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     Exhibition Room  
                                   (Capacity: 130 standing, 120 seated)    (Capacity: 135 standing, 60 seated)

Date/s required:*		Times:*		am/pm
		(setup time and cleanup time to be included)		
Detailed description and subject matter of event:*				
Please ✓ the relevant category/s:*				
<input type="checkbox"/> Charity/Community group		<input type="checkbox"/> Commercial or other group eg unions		<input type="checkbox"/> Member/Minister
<input type="checkbox"/> Office of the Legislative Assembly		<input type="checkbox"/> Government directorate or agency		
Is the function an Exhibition only <input type="checkbox"/> Yes <input type="checkbox"/> No				
Responsible organisation/directorate/agency/MLA:*				ABN (if applicable):
ABN (if applicable):				
Contact:*			Phone No:*	
Contact email:*			Facsimile No:	
Full name and address of person responsible for the payment of invoice:*				
<input type="checkbox"/> Cancellation policy: As set out in the section 13 of the <i>Guidelines for the use of Legislative Assembly facilities</i> , if at least 24 hours notice is not given for the cancellation of an afterhours booking, a minimum of three hours security costs may be charged to the Licensee. <input type="checkbox"/> I/we have attached a copy of the relevant public liability insurance certificate (if applicable). <input type="checkbox"/> 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. In signing this form I/we are agreeing to pay any associated charges as set out on the following page.				
Name:*				
Signed:*			Date:*	
<input type="checkbox"/> Approval is given for expenditure from my non-Executive Member's Discretionary Office Allowance ----- Non-Executive Member's signature (if applicable):				

\* Required information

**Please hand completed form to an assembly Attendant or email to LA.roombooking@act.gov.au**

**Cost of room hire (Monday – Friday, 8am – 5pm) (please ✓ one of the following):**

- Charity/Community group:  \$ 61.00 for 3 hours or part thereof or  \$102.00 per day
- Commercial or other groups:  \$122.00 for 3 hours or part thereof or  \$204.00 per day
- Exhibition rate (art exhibitions/displays):  \$ 68.00 per day or part thereof
- Exhibition rate (charities):  \$ 34.00 per day or part thereof

**After hours charges for Security Attendants (please ✓ if applicable):**

- Monday – Saturday \$ 70.00 Attendants’ fee + \$47.00/hour
- Sunday and Public Holidays \$ 70.00 Attendants’ fee + \$62.50/hour

**Equipment and associated costs (costs apply, see below and see also section 3 of the *Guidelines for the use of Legislative Assembly facilities*) (please ✓ where applicable) :**

- |   |                    |   |
|---|--------------------|---|
| <input type="checkbox"/> Water jugs                                 | \$ 3.30 per jug    | <input type="checkbox"/> Microphone/Lectern                     |
| <input type="checkbox"/> Crockery and glasses                       | \$ 1.00 per item   | <input type="checkbox"/> Use of Kitchen (Reception Room only)   |
| <input type="checkbox"/> Tablecloths (including dry cleaning costs) | \$ 27.50 per cloth | <input type="checkbox"/> Display Material                       |
| <input type="checkbox"/> Urn  | \$ 13.50           | <input type="checkbox"/> Catering equipment (charges may apply) |
| <input type="checkbox"/> Whiteboard                                 | \$ 13.50           | <input type="checkbox"/> Wires and hooks (Exhibition Room only) |
| <input type="checkbox"/> TV / Video / DVD                           | \$ 68.00           |   |
| <input type="checkbox"/> Laptop computer                            | \$136.00           |   |
| <input type="checkbox"/> Data projector and screen                  | \$136.00           |   |
| <input type="checkbox"/> Other (please specify):                    | _____              |   |

**Room setup, table and chair layout:**

- Number of people attending: \_\_\_\_\_
- Number of tables required: \_\_\_\_\_  
(10 available with dimensions 1800 x 750)
- Number of chairs required: \_\_\_\_\_
- Theatre
- Herringbone
- Round Table
- Other (please specify): \_\_\_\_\_

Room setup diagram:

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

**Office Use Only**

Room hire fee, equipment and associated costs to be charged: Yes  N/A

After hours security costs: Yes  N/A

According to the information provided this event complies with the *Guidelines for the use of Legislative Assembly Facilities*.

Approved  Not Approved

Signed: \_\_\_\_\_ Date: \_\_\_\_\_