



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

Name	
Signature	
Organisation	
Address	
Organiser contact number	
Organiser email address	
Contact number on the date of event	

EVENT DETAILS

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

Event details				
Sponsoring Member (please attach evidence)				
Is this function open to the media?				
Requested function space (see fees below)				
Catering Requirements	☐	Tea and coffee	☐	Staffed
	☐	Sit down meal	☐	Un-staffed
	☐	Cocktail function		
	☐	Morning/ afternoon tea sweet		
	☐	Morning/afternoon tea savory		
	☐	Other		
Set up style	☐	Theatre	Configuration of tables 	
	☐	Banquet		
	☐	Boardroom		
	☐	Cocktail		
Equipment	☐	TV Screen (\$100)	Number of chairs	
	☐	Chairs (no charge)		
	☐	Microphone (no charge)		
	☐	Lectern (no charge)		

VENUE HIRE FEES

ROOM	PER DAY	PER HOUR
Reception Room	\$400	\$100.00 minimum 2hrs
Long Room (Permission from Speaker required)	\$350	\$100.00 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: events@parliament.tas.gov.au

PH: 03 6212 2235