



Information Circular No: **2011/7** Date: 18 February 2011

TO: SENATORS, MEMBERS, AND OTHER BUILDING OCCUPANTS

Courtyard barbeque facilities

- 1 DPS has a number of barbeques available for building occupants to use for social courtyard gatherings.
- 2 One of these barbeques has been set up in the courtyard diagonally opposite Aussies, on the south side of the Senate Chamber (also referred to as the Government Lobby courtyard), along with a number of additional outdoor tables and chairs. This barbeque will remain in the courtyard until late autumn. Over the winter months, this barbeque will be placed in storage until early spring.
- 3 Barbeques can also be set up in other courtyards for one-off bookings.
- 4 These facilities are available at no cost for a workplace social gathering attended by passholders. Barbeque events intended for fundraising, promotional purposes or as functions primarily for members of the public will incur a cleaning fee of \$200 to cover cleaning, gas and set up costs.
- 5 Groups are required to provide their own food, plates and cutlery. IHG are able to provide plates, cutlery and ice for a small fee if required.
- 6 The Senate courtyard barbeque can be booked through the Usher of the Black Rod's office on 6277 3500. For barbeques in other courtyard locations, bookings should be made through the Usher of the Black Rod's office or the Serjeant-at-Arms office on 6277 4889, depending on the courtyard being booked.

Alan Thompson
Secretary