

PARLIAMENT OF AUSTRALIA

Use of Parliament House facilities for events

Approved by the Presiding Officers August 2017

SENATOR THE HON STEPHEN PARRY
President of the Senate

THE HON TONY SMITH MP
Speaker of the House of Representatives

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1. Introduction

Parliamentarians have a range of requirements for holding events involving building occupants and the broader public related to their role as a Senator or Member. In particular the Parliament will:

- provide access to event and dining spaces enabling events to be held in both the public and private areas of Parliament House; and
- not generally charge parliamentarians venue hire or security costs for events that are parliamentary in nature.

However Australian Parliament House is an iconic building with spaces for which there is an existing demand for commercial events.

This policy sets out the basis upon which event bookings may be made in the events facilities within Parliament House.

The definition of an event for the purpose of this policy is a gathering of people brought together for the purpose of:

- official ceremonies,
- state occasions,
- meeting(s),
- social gathering(s) or occasion(s),
- performance(s), or
- any other similar or related activities held in Parliament House.

The Presiding Officers have designated the relevant Parliamentary Departments, the Department of the Senate, the Department of the House of Representatives and the Department of Parliamentary Services (DPS), with responsibilities related to the use of Parliament House event facilities.

The Presiding Officers are the final authority for the approval of functions and events in Parliament House.

The contact for this policy is the Assistant Secretary, Parliamentary Experience Branch, on behalf of the Chief Operating Officer.

Review of this policy will be undertaken by the Presiding Officers as required.

2. Event venues

Group 1 venues have priority for events management services. Group 2 venues have priority for parliamentary use. Group 3 venues are only available for parliamentary and departmental use.

Venue group	Venue	Venue capacity (seated/standing)
1.	<ul style="list-style-type: none"> • Great Hall and Marble Foyer • Mural Hall • Members' Guests Dining Room and Terrace ¹ • Queen's Terrace Café and Terrace ² • Queen's Terrace Gallery (schools hospitality area) ². • Private Dining Rooms <ul style="list-style-type: none"> 1 2 3 4 5 	<ul style="list-style-type: none"> • 650 / 1,000 (and NA / 500) • Two areas – each: 140 / 200 280 / 400 combined • 120 / 200 • 90 / 150 • 90 / 150 • <ul style="list-style-type: none"> 30 / 50 30 / 50 20 / 40 30 / 50 20 / 40 two PDRs: 60 / 80 three PDRs: 100 / 150
2.	<ul style="list-style-type: none"> • Theatre and Foyer • the Sir Richard Baker and the Sir Frederick Holder rooms • Senate Alcove • House of Representatives Alcove 	<ul style="list-style-type: none"> • 288 / NA (and NA / 150) • NA / 50 NA / 50 • 80 / 90 • 80 / 90
3.	<ul style="list-style-type: none"> • Public Alcove³ 	70 / 90

¹ Available in non-sitting periods only.

² Generally available to both internal and external clients after 17.30, seven days a week, during sitting and non-sitting periods.

³ Used by the Parliamentary Education Office most days up until 17.30. Available to parliamentarians from 18.30.

Venue guidelines for venues listed above can be found [here](#).

3. Spaces that are not designated event spaces

Parliament House facilities that are not designated event spaces, but which may be used with the Presiding Officers' approval are:

- Presiding Officers' Exhibition Area;
- Senate Exhibition Area;
- Ground floor Members Hall;
- First floor Members Hall;
- The Roof; and,
- The Forecourt.

4. Spaces not governed by this policy

Events that occur inside the confines of a Senator's or Member's suite, committee rooms, any of the party rooms, or courtyards are not governed by this policy. Guidelines for the use of Senate committee rooms, House of Representatives' committee rooms, the Mail committee Room and the courtyards can be found [here for Senate facilities](#) and [here for the House of Representatives facilities](#).

5. Event approval

Events to be held in Parliament House must first obtain approval. The authority for approving functions and events for venues managed by the Department of Parliamentary Services is delegated to the Assistant Secretary, Parliamentary Experience Branch, or their nominee.

To obtain approval, the following criteria must be met:

- the event would be considered to be acceptable to the majority of Senators and Members;
- the event upholds the dignity of the Parliament;
- the event is not likely to cause offence to any significant part of the Australian community;
- the event will not adversely impact on any other activities in Parliament House, particularly the operations of parliament, the Chambers, Committee Hearings, whilst also providing a clear thoroughfare for Senators and Members; and,
- the event does not disproportionately affect access to areas that are open to the public.

To be a parliamentary hosted event:

- the booking must be made by a Senator or Member, or one of their staff, and
- the parliamentarian must accept responsibility for the event, including associated costs and attendance, and
- the booking parliamentarian or their nominated representative must attend and remain throughout the duration of the event.

The Presiding Officers retain the discretion to revoke any approval decision at any time.

6. Event categories

Category of event / venues for use	Examples of event	Cost implications ⁶
<p>Tier 1: Parliamentary</p> <ul style="list-style-type: none"> - any venues in Group 1 or 2 	<ul style="list-style-type: none"> • the event is in the specific interest of the business and standing of the Parliament of Australia; and • the event is supported by the Parliament of Australia as a whole, and is non-partisan; <p>and</p> <ul style="list-style-type: none"> • all Senators and/or all Members of Parliament have been invited to be in attendance, or an equivalent representative group; or • the event is considered to be in support of the operation of a parliamentary department in its capacity as a parliamentary department; or • any other event designated to be a Tier 1 parliamentary event by the Presiding Officers. 	<ul style="list-style-type: none"> • no venue hire charge • no charge for basic AV • all catering costs • loading dock if required to open outside business hours
<p>Tier 2: Parliamentarian hosted events</p> <ul style="list-style-type: none"> - any venues in Groups 2 and 3 	<ul style="list-style-type: none"> • the event is in the specific interest of the business and standing of the Parliament of Australia; and • the event is non-partisan, central to the elected representative role of the host parliamentarian(s), and open to all parliamentarians; <p>and</p> <ul style="list-style-type: none"> • the event is for the purpose of showcasing a state or region, displaying a wide variety of industry, community, business and interest groups from the region or state being showcased and is hosted by four or more Senators or Members; or • the event is for an Approved Parliamentary Group, or Parliamentary Friendship Group or • any other event designated to be a Tier 2 parliamentary event by the Presiding Officers. 	<ul style="list-style-type: none"> • no venue hire charge • no charge for basic AV • all catering costs • limited charges — after 11.00pm Monday to Friday, weekends or public holidays; and for loading dock use.

Category of event / venues for use	Examples of event	Cost implications ⁶
Tier 3: Non-parliamentary event - Limited to venues defined in Groups 1 and 2	<ul style="list-style-type: none"> • events run by non-Commonwealth organisations, e.g. industry bodies, lobby groups, private companies, media, community or business groups • political or other fundraising events • launches and announcements by political parties or individual parliamentarians on behalf of the party • launches and announcements of Government programs • functions relating to the activity of a Government department • departmental social events • any other booking from a source external to APH. 	<ul style="list-style-type: none"> • venue hire charges • AV charges • all catering costs • charge for outside business hours, including loading dock

⁶ See page 7 for approach to cost recovery and charging

7. Priority for use of event venues

Priority will always be given to events that are closely aligned to Parliament and matters associated with the functions of the Parliament and parliamentarians. This means that approval for a booking for a lower priority event may be cancelled/revoked/altere d or amended when a higher priority event requires the event venue. Should this occur, every attempt will be made to accommodate the booking in another venue or on another day — while also taking account of the order in which bookings were made.

The priority order for use of event space at Parliament House is:

1. ceremonial parliamentary events (such as the Opening of Parliament)
2. Presiding Officers' events in their capacity as Presiding Officers
3. events for Official Guest of Government visits coordinated by the Ceremonial and Hospitality Branch of the Department of the Prime Minister and Cabinet
4. events coordinated by the International Parliamentary Relations Office
5. events sponsored by committees
6. events hosted by Senators or Members, including approved parliamentary groups and parliamentary friendship groups
7. events considered to be part of the operation of a parliamentary department in its capacity as a parliamentary department such as events for the Parliamentary Education Office (PEO), Senate, House of Representatives and Parliamentary Library public lectures and DPS' Community Engagement Program events, and
8. all other events.

8. Event charges

The Presiding Officers have absolute discretion to vary the usual charging arrangements. All charges will be agreed by all contracted parties prior to the event date. Charges are to be paid in accordance with the payment conditions of the DPS Catering and Events Agreement. Details of support provided by DPS are available by contacting events@aph.gov.au.

Charges – to be meet by event sponsor/organiser			
Item	Tier 1 events	Tier 2 events	Tier 3 events
Hire of the room/venue	No charge	No charge	Yes
Food and beverage catering costs	Yes	Yes	Yes
Set-up and pack down of the room	No charge	Yes – for any charges incurred by DPS	Yes
Audio-visual and related technical items	No charge for limited items; charge if items are hired	No charge for limited items; charge if items are hired	Yes
Cleaning	Yes, for any additional cleaning required	Yes, for any additional cleaning required	Yes
Reparations for any damages	Yes	Yes	Yes
Surcharge for out of hours costs Security	No charge	Limited Yes	Yes
Limited event logistics support	No charge	No charge	NA
Limited supply of Parliament House furniture and equipment	No charge	No charge	NA
Loading dock access	Charges for access outside normal hours	Charges for access outside normal hours	Yes

Out of hours additional charges

Charges will be made to recover costs incurred for events that run outside normal opening hours. This charge covers costs for security, staffing and energy.

Time	Rate per hour		
	1 – 50 guests	51 – 150 guests	Over 150 guests
Outside opening hours Monday to Saturday	\$200	\$480	\$775
Outside opening hours on a Sunday	\$250	\$540	\$875
Outside opening hours on a public holiday	\$300	\$670	\$1,000
After midnight on any day	\$300	\$670	\$1,000

Opening hours at APH are:

- non-sitting days — 9.00am-5.00pm (except Christmas Day when closed)
- sitting days Monday to Thursday — 9.00am-6.00pm.

Charges will only be applied to Tier 2 events in limited circumstances – that is for an event (or the part of an event) that is after 11.00pm on Monday to Friday, or on a weekend or public holiday.

Charges will also be imposed where the Loading Dock is required to open outside normal business hours to take delivery of items for an event.

Opening hours for the Loading Dock are:

- Monday to Friday — 7.00am-5.00pm.

A minimum half day (four hour) charge will apply with an additional charge per hour for each additional hour (or part thereof) that the Loading Dock is required to be open to handle items required for an event. Charges will be as follows:

Time	Half day rate	Hourly rate
Outside opening hours Monday to-Saturday	\$1373 up to four hours	\$230 per hour
On a Sunday	\$1596 up to four hours	\$293 per hour
On a Public holiday	\$1845 up to four hours	\$356 per hour

9. Use of APH Catering and Events for events

APH Catering and Events must be used for all events in all venues subject to this policy. APH Catering and Events is also available to cater for approved events in other spaces.

10. Conditions of use

The following conditions all apply to all events:

- all reasonable instructions or advice given to guests or organisers by DPS Catering and Events Team, the Parliamentary Security Service, the Australian Federal Police, the Usher of the Black Rod, the Serjeant-at-Arms or their delegates are to be followed
- venue hirers should ensure that there is no disruption to Parliament House visitors, the business of the Parliament or its committees during planned events
- access to the building is in accordance with pass access arrangements as agreed with DPS, and
- all events are to comply with the relevant venue or event guidelines.