



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

PARLIAMENT HOUSE FUNCTIONS MANUAL

NOVEMBER 2017

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FOREWORD



Parliament House is a magnificent public building in the Northern Territory with facilities and venues for government and non-government use, both inside the building and in the Parliamentary Precinct.

Parliament House is also the location of the Chief Minister and Ministers of the Northern Territory Government, Members of the Legislative Assembly, the Office of the Parliamentary Counsel, Speaker's Corner Café, tactileArts (the retail outlet of the Craft Council of the NT), and the Northern Territory Library.

This Functions Manual provides information for anyone wishing to enjoy our valuable public asset, to share the amenities and preserve the building for generations to come. The Manual details how to make a request, charges that apply and the responsibilities of users once a booking is approved.

Charges apply to ensure Territory taxpayers receive value for money on their public investment and that the building is not used as a low cost or no cost alternative to compete with commercial venues in Darwin.

I wish users a safe and memorable function at Parliament House.

Hon Kezia Purick MLA

Speaker

November 2017

This manual is produced by the Member and Corporate Services Division
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Level 4, Parliament House
Darwin NT 0800
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Functions Officer: (08) 8946 1547

Hire fees have been set in consultation with a certified practising valuer and represent commercial values in the Darwin Central Business District.

FAST FACTS: BOOKING A FUNCTION AT PARLIAMENT HOUSE

- 1** Read the *Parliament House Functions Manual*
- 2** Inspect venues available at Parliament House
- 3** Submit [venue hire request form](#) to the [Office of the Speaker](#)
- 4** If not approved, no further action.
- 5** If approved, the user is advised of the approval.
- 6** The user is contacted by Functions Officer. Deposit will be sought if applicable.
- 7** Functions Officer will coordinate function requirements such as: media/photographer,
8 band/entertainment, ICT or access to the loading dock.
- 9** The user completes paperwork and enters into a contract.
If the function is external with entertainment, Government House and the Deck Chair
cinema must be advised by the organisers in advance of the event.
- 10** Following the event, the Functions Officer will issue invoices to user(s).

INTRODUCTION

This manual outlines the policies and procedures for people seeking permission to book the publically available facilities of Parliament House or the parliamentary precinct for activities or events.

The manual provides detailed information relating to the functions rooms or venues, however it is recommended that you make an appointment to inspect the facilities available before entering into a hire agreement.

EXTERNAL BOOKINGS

To inspect function venues please contact the Functions Officer on 8946 1547 to make an appointment. If you proceed to book a venue, the Functions Officer will assist with the hire agreement and arrangements for seeking approval.

INTERNAL BOOKINGS

For internal bookings please contact the Office of the Speaker:

Email: LA.Speaker@nt.gov.au

Telephone: 8946 1433 or 8901 4159

BOOKING PROCEDURES

VENUE BOOKING

Booking requests must be directed to the Office of the Speaker in writing on the Parliament House [Venue hire request form](#) and submitted via email LA.Speaker@nt.gov.au or by post to GPO Box 3721, Darwin NT 0801. If your function is approved, the DLA Functions Officer will contact you with venue information and a booking checklist.

1. **Fees and Charges:** Fees and charges apply for the use of facilities at Parliament House unless expressly waived by the Speaker. Applicable fees and charges are determined by comparison to the prevailing market rates, which, in the Darwin CBD, are reassessed on a biennial basis. The fees and charges apply at 1 January 2017 and are valid until reviewed. Unless otherwise specified, the minimum charge is two (2) hours.
2. **Goods & Services Tax:** All prices quoted in this manual are inclusive of GST.
3. **Payment:** A 50% deposit of the hire fee is required upon approval of booking application. Immediately following the event, an invoice will be posted and payment in full is required within 30 days of the date of invoice. Legal action may be taken in the event of late or non-payment.
4. **Catering:** Karen Sheldon Catering (KSC) has an exclusive catering contract and must be used for all functions held within the Precinct. Self-catering is not permitted. For all catering and dining requirements contact Karen Sheldon Catering on 8945 6048 or amanda@karensheeldoncatering.com.au or enquiries@karensheeldoncatering.com.au
5. **Loading Dock access:** Access to the Parliament House loading dock must be made in advance of the function and requires the Speaker's approval.
6. **Entertainment:** All entertainment requires the Speaker's approval and all music must cease at 11pm. If the function is external, organisers must notify Government House and the Deck Chair Cinema of the potential for noise.
7. **Media/Photographer:** If it is intended that media will cover an event, to film or undertake interviews the Speaker's permission is required. Media personnel must be accredited under standard media arrangements for Parliament House. For all enquiries relating to media and the process for accreditation, please contact the Office of the Speaker on 8946 1433 or LA.Speaker@nt.gov.au. All requests must be submitted two weeks in advance of the function.
8. **Information and Communication Technology:** ICT requirements must be detailed in the function checklist and discussed with the Functions Officer. Users are not at liberty to make their own ICT arrangements. Additional ICT arrangements will be charged at cost to the user.
9. **Security:** All events with guest numbers of 200 and above require an additional security guard at the cost of the organiser.

Smaller event events will have a security risk assessment conducted by DLA security to determine security requirements.

Charges for additional security staff will not be waived by the Speaker.

10. **During the Event:** Parliament House is a working building. This applies particularly to the Committee Rooms (Litchfield, Ormiston and Elsey) on Level 3 where users are required to keep noise to a minimum and conduct personal business (phone calls, etc) on the

mezzanine in the public area outside the Committees Secretariat. All rules relating to the use of Parliament House apply and any user is subject to the direction of authorised staff. For guidance on this matter contact the Security Manager on 8946 1402.

11. **Smoking:** from 1 January 2018, Parliament House and the precinct will be a smoke free building. Smoking, e-cigarettes and tobacco products may not be used.

PARLIAMENT HOUSE VENUES

The following venues are available for public hire:

SPEAKER'S GREEN

The Speaker's Green is available for café customers or for wedding ceremonies for a maximum period of four (4) hours. The part of the Green immediately adjacent to the Speaker's suite is not publically available for hire.

COMMITTEE ROOMS

Committee rooms on Level 3 may be available for public hire when not in use by parliamentary committees. The minimum charge period for committee rooms is two (2) hours.

These rooms are not available for dining or cocktail functions. Users are required to keep noise to a minimum and conduct personal business (e.g. phone calls) in the public areas on the mezzanine outside the Committee Secretariat area.

- ***THE LITCHFIELD ROOM***

The Litchfield Room is 125 m² with a movable dividing wall option available to make two smaller, equally-sized rooms. Resources available include computer connections, telephone and facsimile facilities (STD and international access upon request), data presentation facilities, video conferencing facilities and Hansard audio and visual recording facilities. Depending on the configuration of the room set up, the room may be hired for a maximum of 125 people.

- ***THE ELSEY ROOM***

The Elsey Room is 57 m². Resources available are computer connections, telephone and facsimile facilities (STD and International access upon request) and curtain backdrops in a range of colours. Depending on the configuration of the room set up, the room may be hired for a maximum of 40 people.

- ***THE ORMISTON ROOM***

The Ormiston Room is 57 m² and has computer connections, telephone (STD and international access upon request), a data projector and screen. Depending on the configuration of the room set up, the room may be hired for a maximum of 50 people theatre style or 60 people standing.

DINING ROOM AND NITMILUK LOUNGE

The Dining Room is approximately 340 m² and, depending on the configuration of the room set up can accommodate a maximum of 160 people with access to a balcony overlooking the Darwin Harbour.

The Nitmiluk Lounge is approximately 90 m² and depending on the configuration of the room set up can accommodate a maximum of 68 people with access to a balcony overlooking the CBD.

These rooms are located on level 4 and can be divided into separate spaces or combined to create a larger space of approximately 430 m² that can accommodate a maximum of 228 people.

The Dining Room contains furniture that is a standard fixture of the room that is to be used for functions. Approval to remove this furniture with the intention of using other non-standard furniture requires approval of the Speaker. If approved the user will be required to engage and pay an approved removalist to remove, store and replace the furniture after the function. Any damage to the furniture will be charged to the user.

MEMBERS AND GUESTS LOUNGE

The Members and Guests Lounge is approximately 125 m², located on level 4 has access to one balcony overlooking Darwin Harbour and Speaker's Green. Depending on the configuration of the room set up it can accommodate up to 100 people.

The lounge includes a bar and bathrooms. Bar attendants are to be engaged at the cost of the user and can be arranged through Karen Sheldon Catering.

MAIN HALL

The Main Hall is not available for public hire. Where approved, the Main Hall is used for Parliamentary and Government ceremonial functions and official hospitality functions managed by the Protocol Unit of the Department of the Chief Minister. Exhibitions may be held in the Main Hall at no cost with the Speaker's approval for a maximum of nine days (one week, plus an additional weekend for set up/pull-down purposes).

NUMBER OF GUESTS

Depending on set up and configuration, guest numbers must not exceed the maximum listed for each venue below:

Location	Venue	Maximum
Level 2	Speaker's Green	260
Level 3	Litchfield Room	125
Level 3	Ormiston Room	50
Level 3	Elsey Room	40
Level 4	Nitmiluk Lounge	68
Level 4	Dining Room	160
Level 4	Members and Guests Lounge	100

CONFIGURATION AND CAPACITY OF ROOMS

The following table sets out the maximum capacity for each room in Parliament House for a range of functions based on safe attendance numbers. Each set up is dependent on other requirements such as audio visual equipment, ICT requirements, catering station(s) and head table.

Room	Type of Function					
	Cocktail Party	Theatre Style	Boardroom	Horseshoe	Standing	Dinner
Litchfield	N/A	50	30	30	125	NA
Ormiston	N/A	50	26	20	60	NA
Eley	N/A	30	18	15	40	NA
Dining Room	160	100-150	30	25	160	120
Nitmiluk Lounge	40	30	28	28	68	NA
Members and Guests	70-80	60	30-40	30	100	40-50

OUTDOOR VENUES — PARLIAMENTARY PRECINCT

The minimum charge is \$600. After 6pm on weekdays and on Sundays and public holidays additional charges may apply. Outdoor areas within the Precinct may be used for:

- large dinners and celebrations
- outdoor exhibitions
- community and charitable functions
- wedding ceremonies and receptions

Event organisers are required to contact the Administrator’s residence and the Deck Chair Cinema if planning entertainment that may create noise. Organisers are also required to confirm that this contact has been made (see booking form). All music and loud noise must cease by 11.00pm.

LIBERTY SQUARE

The grassed area on the south-east side of Parliament House is adjacent to the Supreme Court and the Esplanade with a view of Government House.

ASSEMBLY PARK (CORNER OF MITCHELL STREET AND HERBERT STREET)

This is an open grassed area site with easy access to the CBD. No mains power or lighting is available in this area.

The following conditions of use apply to Liberty Square and Assembly Park:

Area Preparation: bar and food services must be set up on hard surfaces with adequate access. Vehicles are not permitted on the grassed areas.

Cleaning Costs: cleaning costs apply if Parliament House bathrooms are used.

Electricity/Lighting: limited lighting and power supplies are available in these areas. For safety reasons, flexible power cables/extension leads will not be permitted. Access to electricity should be discussed with the Functions Officer. Access to electricity outlets will be facilitated by Security staff.

Marquees: require the Speaker’s permission.

Toilet Facilities: there are no outside toilet facilities. Portable toilets may be hired and arranged at the user’s expense subject to the Speaker’s approval. Access to Parliament House toilets via the screening point may require engaging additional security staff to permit access (see Fees & Charges).

FEES AND CHARGES

The following fees and charges apply as at 1 January 2017.

SPEAKER’S GREEN

Use of Speaker’s Green is limited to weddings and corporate events in conjunction with use of *Speaker’s Corner Café*.

Please note that the fees below do not include set up or break down with the exception of provision of 30 plastic chairs and a signing table if required.

Speaker’s Green must be returned to its pre-hire condition immediately after the event.

	Guests	Hire Fee	Event duration ¹
Weddings	1 to 100 people	\$1,100	Maximum 4 hours
	101 to 260	\$1,500	Maximum 4 hours
Corporate Events	1 to 100 people	\$1,600	Maximum 8 hours
	101 to 260 people	\$2,000	Maximum 8 hours

DINING ROOM, LEVEL 4

Guest Numbers	Hire Fee	Event duration
1 to 100 people	\$750 per booking (includes set up)	Maximum 8 hours
101 to 160 people	\$900 per booking (includes set up)	Maximum 8 hours

NITMILUK LOUNGE, LEVEL 4

Guest Numbers	Hire Fee	Event durations
1 to 68 people	\$250 per booking (includes set up)	Maximum 8 hours

¹ Event duration is exclusive of set up and break down time.

MEMBERS AND GUESTS LOUNGE, LEVEL 4

Guest Numbers	Hire Fee	Event durations
1 to 100 people	\$550 per booking (includes set up)	Maximum 8 hours

LITCHFIELD ROOM, LEVEL 3

Event requirements	Daily Hire Fee	Hourly rate
Set up	\$700	\$100
Bare room	\$550	\$75

ORMISTON ROOM, LEVEL 3

Requirement	Daily Hire Fee	Hourly rate
Set up	\$450	\$70
Bare room	\$375	\$65

ELSEY ROOM, LEVEL 3

Requirement	Daily Hire Fee	Hourly rate
Set up	\$400	\$65
Bare room	\$350	\$60

LIBERTY SQUARE

Conditions	Hire Fee	Additions
Must comply with relevant NT Fire Regulations & other conditions on page 7	\$800 per day	Security fee and cleaning fee of Parliament House facilities if applicable

ASSEMBLY PARK

Conditions	Hire Fee	Additions
Must comply with relevant NT Fire Regulations & other conditions on page 7	\$800 per day	Security fee and cleaning fee of Parliament House facilities if applicable

SECURITY AND OPERATIONAL STAFF RATES

Day and Time	Minimum Fee (4 hours)	Hourly Rate thereafter
6am to 6pm, Monday to Friday	\$160	\$50
6pm to 6am, Monday to Friday	\$200	\$60
Saturday - 24 hours	\$250	\$70
Sunday - 24 hours	\$300	\$80
Public Holidays - 24 hours	\$300	\$80

CEREMONIAL DOORS

Subject to the Speaker’s approval, the Ceremonial Doors may be opened for wedding ceremonies only. If this is approved, a fee of \$550 will apply to cover security and other associated costs. This service is not available for any other private functions.

OTHER FEES AND CHARGES

Fees will apply for use of electricity and/or water on a cost recovery basis. Users should consult with the Functions Officer for a schedule of fees. Charges apply when engineering costs, staging, scaffolding, lighting and/or audio visual and other equipment are sourced for an event at the user’s expense. While fair wear and tear is acknowledged, recovery may be sought where the venue and/or equipment is damaged. The following charges apply per day per event:

Item	Cost
ICT configurations (WiFi, cabling, etc)	Charged at cost
Whiteboard and markers	\$15.00
50” LED TV (and DVD player)	\$100.00
Laptop computer with internet access	\$40.00
Light pro and projector screen	\$70.00
Projector screen only	\$30.00
Interactive team board with laptop	\$100.00
Lectern with speaker system	\$85.00
Elevated stage / box platform — unskirted	\$65.00
Additional microphones	\$20.00 each
Lapel microphones	\$20.00 each
Wireless conference phone	\$20.00
Portable video conferencing equipment	\$120.00
Display boards	\$15.00

Portable audio system	\$50.00
Audio/Video enhancement in the Litchfield Room	\$150.00
Interactive touchscreen / whiteboard in Litchfield Room	\$80.00
Wireless presentation stick / clicker	\$15.00
Mi-pro portable speakers and microphones	\$85.00 each

Linen and tableware (each):

White 1.8 x 3.5 metre rectangle table cloth	\$12.00
White 1.8 metre round table cloth	\$15.00
White table skirting	\$30.00
White chair covers (unfitted)	\$4.00
White face washers/flannels	\$1.50
White cotton hand towels	\$1.50
White 50 x 50cm napkins	\$1.50
Bud vases	\$1.50
Stage skirting	\$60.00

FOUNTAIN

The fountain on Speaker's Green may be used with the approval of the Speaker

LIGHTING PARLIAMENT HOUSE

"Lighting up" Parliament House is on a user pays basis and is subject to the Speaker's approval. The cost of lighting up one side of the building is estimated at \$30,000 and requires additional lights, cables, power distribution and technical staff.

CONDITIONS OF USE

1. **Access** – Parliament House is open between 8am and 6pm Monday to Friday including public holidays except for Christmas Day, Boxing Day and New Year’s Day. Parliament House is open on Saturdays and Sundays between 9am and 6pm.
2. **Authorised Officers** – the *Legislative Assembly (Security) Act* applies to the Parliamentary Precinct at all times giving Authorised Persons security powers in the Precinct. More information can be obtained from the Director of Security.
3. **Basis of Agreement** – agreements for the use of Parliament House facilities are made between a user and the Northern Territory of Australia, through the Department of the Legislative Assembly.
4. **Basis of Approval** – approval for all building and precinct use is a matter for the Speaker.
5. **Service of Alcohol** – all users must use the Parliament House caterer for the supply and service of alcohol. No other alcohol may be served. BYO is strictly prohibited.
6. **Smoking** – From 1 January 2018, smoking is prohibited in Parliament House and the precinct.
7. **Function set up** – the DLA functions officer will coordinate the set up of function rooms relating to private bookings and Government agencies. Set up and break down of Ministerial and Protocol functions will be the responsibility of relevant staff in those agencies. This includes where a Minister sponsors an event for a non-government organisation or NT Government agency.
8. **Wedding Use** – ceremony and/or reception set up must be undertaken by the wedding party or a wedding planner. Throwing of rice, flower petals and/or confetti is not permitted. All booking details and check-list requirements must be received by and confirmed with the Functions Officer at least two (2) weeks before the wedding.
9. **Car Parking** – car parking is not available during business hours. Metered car-parks are available within the CBD. A dedicated car-park for people with disabilities is located adjacent to the front of Parliament House.
10. **Children/Minors** – children must be under constant adult supervision and remain within the specified function venue.
11. **Behaviour and Dress** – the minimum standard is shoes, shorts and a shirt that must be worn at all times in every Parliament House venue. Clothing featuring offensive language or images on shirts is not permitted.
12. **Affixing material to walls** — No material is to be affixed to walls or panels in Parliament House. Display boards are available. Repairs to damaged walls will be charged to the user.
13. **Level 3 Function Rooms** — Rooms on Level 3 are within the Committees Secretariat area. Users are requested to be quiet and conduct personal business (phone calls, etc) in the public areas of the mezzanine on Level 3 rather than in the Committees Secretariat area.
14. **Security** - it is a condition of entry to Parliament House that:
 - (a) all visitors consent to personal security screening and screening of any items they bring into the building;
 - (b) any item not permitted in Parliament House is surrendered or cloaked;

- (c) all visitors are cleared by the screening processes for entry to Parliament House;
 - (d) any item brought into Parliament House is able to be cleared by the screening procedure;
 - (e) there is no disruption to the order or decorum of Parliament House; and
 - (f) there is no disruption to security arrangements in Parliament House.
15. **Security Officers** - Any function with more than 200 guests requires an additional security guard at the cost of the user.
 16. **Cleaning** – all Parliament House facilities are to be returned to their pre-hire condition at the conclusion of a function. It is the responsibility of the user to ensure cleanliness.
 17. **Deliveries** – large and bulky items are to be delivered via the rear entrance and may be subject to screening. Delivery times and details of the delivery must be provided to Security in advance.
 18. **Force Majeure** – the Department of the Legislative Assembly offers no warranty and shall not be liable for the consequences of events outside of the control of the Department which result in the postponement, cancellation or disruption of an event or loss of profit arising from but not limited to industrial action, accidents, Government requisitions, restrictions on travel, transport, food, beverage supply and/or weather conditions.
 19. **Protection of Works of Art and Building Finishes and Fabrics** – appropriate care must be exercised at all times. Damage caused by a user may be subject to cost recovery. See also point 11 above.
 20. **Public Liability** – private organisations and individuals organising functions in Parliament House or its precincts are required to hold adequate public liability insurance for the function. Documentary evidence of this cover must be produced prior to the date of the function.
 21. **Responsibility for Loss or Damage** – the Northern Territory of Australia accepts no responsibility for damage or loss to any property of or hired by or on behalf of any organisation or individual when said property is in Parliament House or its precincts.
 22. **Animals** – Assistance Dogs are allowed into Parliament House. Any other animals require the approval of the Speaker.
 23. **Entertainment** – all proposed entertainment requires the Speaker’s prior approval.
 24. **Conditions** – the Speaker of the Legislative Assembly may alter these conditions and/or impose additional conditions at any time.
 25. **Use of images** – the use of an image of Parliament House for commercial or promotional purposes is not permitted under any circumstances.
 26. **Parliamentary Use** – Any booking may be cancelled and fees refunded if a Parliamentary requirement for the use of the venue arises.

AGREEMENT FOR USE OF PARLIAMENT HOUSE FACILITIES

AGREEMENT FOR USE (Private Functions)

1. This agreement is between the Northern Territory of Australia, care of the Department of the Legislative Assembly ('the Territory') and the User.
2. The User agrees to comply with the Conditions of Use and any other conditions specific to the intended use of the building or any part thereof agreed between The User and the Territory.
3. The User will comply with any further conditions which are set out in any letter from the Territory prior to the function being held.
4. The User shall indemnify and forever keep indemnified the Territory, its employees, agents and contractors against all claims, demands, suits, actions, losses and damages including consequential loss whether the person or property suffered by any person whilst on the Parliament House premises or within the Parliament House precinct for the purposes of the User's function or in any way in connection with or in relation to the use of Parliament House by the User.
5. The User shall effect a policy or policies of insurance for and against public risks including personal injury or death and property damage suffered by a person whilst on the Parliament House premises or within the Parliament House precinct for the purposes of the User's function or in any way in connection with or in relation to the use by the User of Parliament House or any part thereof, which policy or policies shall be endorsed to include the Territory as insured.
6. If a Parliamentary requirement for the use of the venue arises, the Territory may cancel the permission given to the User to use the venue. If this occurs, the Territory will refund the amount paid by the User, but the Territory will not be liable to compensate the User for any loss which the User has suffered.

User Details — Approved Function

Name _____
Postal Address _____
Type of function _____
Contact Phone/Mobile No _____ Date of function _____
Times of function _____ Location of function _____
Sponsor of function _____
Contact for function: Mr, Mrs, Ms _____

Applicant name: _____ **Date:** ____/____/____

Applicant signature: _____ **Phone:** _____

Witness name: _____

Witness address: _____

Witness signature: _____ **Date:** ____/____/____

OFFICE USE ONLY

Agreement for use provided on _____
Agreement returned signed on _____
Public Liability Insurance provided on _____

Function details entered into database on _____
Reference No _____
Deckchair and HHA notified on _____

PARLIAMENT HOUSE VENUE HIRE REQUEST FORM

Please email completed request to LA.Speaker@nt.gov.au

Department / Organisation			
Contact officer name			
Contact officer telephone			
Contact officer email			
Date of function			
Times of function	Start time		Finish time
Venue requested			
Type of function (reception, dinner, morning tea, presentation, lecture)			
Expected number of guests			
We have read the Functions Manual and understand the costs involved	YES	NO	
Venue hire costs will be met by			
Equipment costs will be met by			
Minister	has agreed to attend this event.		
Signature/name			
Date			

If your function is approved, the Department of the Legislative Assembly Functions Officers will contact you with venue information and a checklist.