



Department of the Legislative Assembly
of the Northern Territory

Parliament House
VENUE HIRE



Parliament House

Venue hire

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Next review	



Department of the Legislative Assembly
of the Northern Territory

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Parliament House
State Square
Darwin NT 0800

Web: www.parliament.nt.gov.au

Speaker's message



Welcome to Parliament House, located in State Square Darwin City.

Sitting on the land of the Larrakia people, Parliament House is the meeting place of the Legislative Assembly of the Northern Territory. It is also home to the NT Library, Speaker's Corner Café and Tactile Arts, the retail outlet of the Crafts Council of the Northern Territory.

As a public building, visitors are welcome to attend Parliament House at any time during opening hours to view proceedings of the Assembly when it is meeting and to explore the building.

Parliament House also features a number of venues that are available for private hire. They venue range from small spaces suitable for small gatherings and meetings and larger indoor and outdoor venues suitable for cocktail functions, corporate events and weddings.

The Department of the Legislative Assembly manages Parliament House under my direction and has published this manual to assist those interested in hiring a venue in Parliament House. The Department will be happy to assist you with any inquiries you may have.

I wish all visitors to Parliament House a comfortable and enjoyable visit.

A handwritten signature in dark ink, appearing to read 'Dheran Young', written in a cursive style.

Hon Dheran Young MLA
Speaker

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Introduction

This manual is produced by the Department of the Legislative Assembly, which manages Parliament House under the direction of the Speaker of the Legislative Assembly. It provides information on booking a venue at Parliament House.

The guide details the costs and terms and conditions associated with booking a venue. Please note that the venue hire fees do not include the costs of coordinating and catering an event.

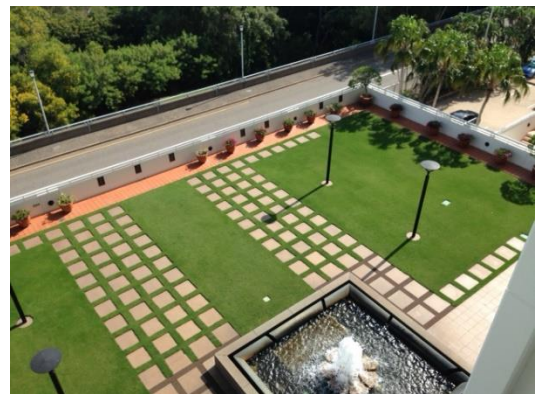
Booking requests must be directed to the Department of the Legislative Assembly's Events Officer using the Venue Hire Request Form on page 13 of this document. The form must be submitted via email to LA.Functions@nt.gov.au or by post to GPO Box 3271, Darwin NT 0801.

To arrange a viewing of the venues available at Parliament House, please contact the Events Officer on 8946 1547 or LA.Functions@nt.gov.au to make an appointment. Should you wish to book a venue after viewing it, the Events Officer will assist with seeking approval from the Department of the Legislative Assembly, which is required for all functions and events held at Parliament House.

Note: If you or your organisation is seeking the support of a Government Minister to host or sponsor your event, please contact the relevant Minister's office before you submit an application for venue hire.

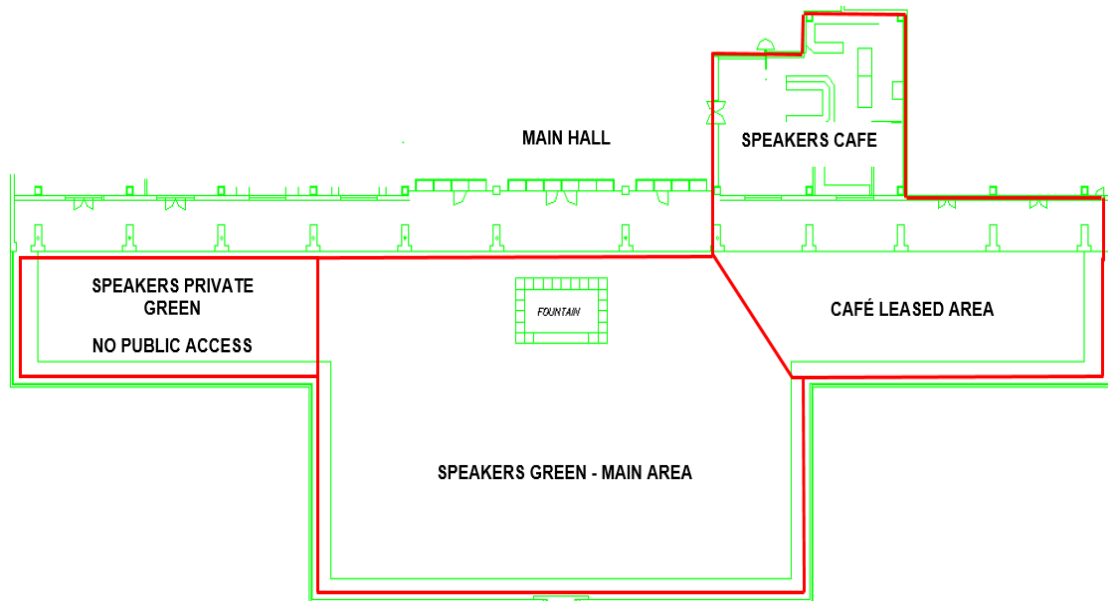
Parliament House venues

Speaker's Green



Speaker's Green is an expansive turfed area located on the western side of Parliament House overlooking Darwin Harbour and The Esplanade. It is available for day and evening events for a maximum of four hours. Seated dinner events are not permitted on the lawns of Speaker's Green.

The Speaker's Private Green, as shown in the diagram below, is not available for hire.



Events on Speaker's Green may include:

- cocktail events/receptions
- corporate events
- wedding ceremonies.

Facilities:

- external lighting for evening events
- fountain lights
- access to bathroom and hand washing facilities
- bar and food services may be set up on hard surfaces.

Approval must be sought for:

- marquees
- bands/music
- photography.

Venue hire fees:

Max 4 hours	Capacity	Fee
Weddings	260	\$1,500
Corporate and private	260	\$2,000

Terms and Conditions

Conditions that apply for bookings of all venues in Parliament House start on page 10 of this document. The conditions below are specific to the hire of Speaker's Green.

1. Speaker's Private Green must not be accessed during events.
2. The Department of the Legislative Assembly cannot make special facilities or alternative venues available in the case of bad weather.
3. The public areas of Parliament House are open Monday to Friday from 8 am to 6 pm and from 9 am to 6 pm on Saturday, Sunday and public holidays. Speaker's Green is a publicly-accessible area. All bookings during the hours the building is open to the public will be made on the understanding that they are for the non-exclusive use of the client.
4. Organisers must notify Government House and the Deckchair Cinema of the potential for noise. Evidence that Government House and the Deckchair Cinema have been notified must be provided prior to the event.
5. For weddings, the ceremony and/or reception set up must be undertaken by the wedding party or a wedding planner. Throwing rice, flower petals or confetti is not permitted.

Government House	Deckchair Cinema
Email: govhouse@nt.gov.au	Email: info@deckchaircinema.com or manager@deckchaircinema.com

Dining Room



The Dining Room is on level 4 of Parliament House and has access to a balcony that overlooks Darwin Harbour and Government House. The Dining Room can be divided into a smaller venue, which is referred to as Dining Room 1. The Dining Room may be booked for a maximum of eight hours.

Events in the Dining Room may include:

- cocktail parties
- lunches/dinners
- theatre-style presentations
- award ceremonies
- corporate events.

Facilities:

- in-house audio system
- dimmable lighting and spotlights
- balcony access
- bathroom and hand washing facilities.

Venue hire fees

	Capacity	Fee
Dining Room 1	40	\$400
Dining Room (full room)	140	\$900

Nitmiluk Lounge



The Nitmiluk Lounge is next to the Dining Room, on level 4 of Parliament House. It has access to a balcony overlooking Darwin city.

Events in the Nitmiluk Lounge may include:

- cocktail parties
- meetings of up to 20 people

Facilities:

- in-house audio system
- dimmable lighting
- balcony access
- toilet facilities
- bar facilities

Venue hire fees:

Capacity	Fee
40	\$400

Dining Room and Nitmiluk Lounge combined

The Dining Room and the Nitmiluk Lounge can be combined to cater for larger functions.

Venue	Capacity	Fee
Nitmiluk Lounge plus Dining Room 1	80	\$700
Nitmiluk Lounge plus Dining Room (full)	150	\$1,150

Venue capacity by set-up style

Room	Cocktail party	Theatre	Boardroom	Horseshoe	Standing	Dinner
Dining Room	140	100	20	24	140	80
Dining Room 1	40	30	20	24	40	40
Nitmiluk Lounge	40	20	N/A	N/A	40	N/A
Nitmiluk + Dining 1	40	20	20	N/A	40	30
Nitmiluk + full Dining Room	150	120	20	24	150	140
Speaker's Green	260	N/A	N/A	N/A	260	N/A

Catering and coordinating your event



Janes Hospitality Group (JHG) has an exclusive agreement to provide catering at Parliament House.

JHG offers a range of menus, from finger food selections to buffet and plated menus, using the highest-quality local produce. JHG can also work with you to design a menu to suit your event.

JHG is licensed to supply beverages for events at Parliament House and offers customised or set beverage packages.

When your venue request is approved, your booking details will be forwarded to JHG, which will work with you to coordinate your event, including:

- setting up your event in the layout you have selected
- providing catering and beverage packages
- packing up after the event.

JHG must be used for all events and functions held at Parliament House. Self-catering is not permitted. JHG bills separately for its services. These costs will not be included in the venue hire invoice.



Janes Hospitality Group Pty Ltd

Monique Kenney

Executive Operations Manager
Phone: 0477 012 171

Peter Janes

Managing Director & Executive Chef
Phone: 0418 741 313

Email: monique@theshreddedchef.com.au and info@theshreddedchef.com.au

Equipment

JHG can coordinate your event, including obtaining quotes for equipment and services, and arranging delivery. For example, JHG can arrange:

- staging and dance floors
- furniture
- floral arrangements and table centrepieces
- design and printing of event programs, including menus and beverage lists
- event styling and theming
- music and entertainment.

Security

Parliament House is a secure building that has security guards present at all times. All guests attending Parliament House for an event or function will be subject to security screening.

To ensure security can be maintained during functions, for events with 200 guests or more, clients must cover the cost to have an additional guard on site.

Minimum cost (up to 4 hours)	Hourly rate thereafter			
	Monday to Friday	Saturday	Sunday	Public holidays
\$268	\$67 per hour	\$79 per hour	\$101 per hour	\$123 per hour

Lighting up Parliament House

Lighting up the exterior of Parliament House in colour is on a user pays basis and is subject to the Speaker's approval. Requests can be made to light one or more sides of the building in colour. The cost to light one side of the building is estimated at \$4,000 and requires additional lights, cables, power distribution and the services of an approved local service provider.

Organisations requesting to light up Parliament House must seek out an appropriate contractor and obtain quotes prior to applying for the building to be lit up. Contractor details must be included in the Lighting up Parliament House Request form on page 16 of this manual.

Health and safety at Parliament House

Emergencies and evacuations

The event organiser is responsible for the safety of their guests during an event.

Prior to the event, the organiser must familiarise themselves with the emergency evacuation points within the venue.

In the event of an evacuation, the organiser is responsible for the following:

Actions on 'alert' tone (Beep, Beep, Beep)

- Look around for signs of smoke or any other danger.
- Collect all personal belongings.
- Prepare function guests for evacuation and wait for direction from JHG staff or security.
- Do not evacuate until directed to do so or it is unsafe to remain.

Actions on 'evacuate' tone (Whoop, Whoop, Whoop)

- When instructed to do so, evacuate the building via the closest safe fire exit and proceed to the closest assembly area:
 - Bennett Park
 - Liberty Square
 - Corner of Herbert Street and The Esplanade.
- Ensure all guests evacuate and assist them if necessary.
- Do not use lifts.
- Do not re-enter the building unless advised it is safe to do so.

First aid

In the event of a first aid emergency, please call 000 and then immediately advise Parliament House Security so they can facilitate ambulance access.

If the situation is not life-threatening, contact Parliament House Security on 8946 1425 for first aid assistance.

Terms and conditions

The following terms and conditions must be accepted to hire a venue at Parliament House:

Affixing material to walls

No material is to be affixed to walls or panels in Parliament House. Display boards may be used. Repairs to damaged walls will be charged to the client.

Animals

Assistance dogs are allowed into Parliament House. Speaker's approval is required for any other animals to enter the building.

Authorised Persons

The *Legislative Assembly (Security) Act 1998* applies to the parliamentary precinct at all times. It gives Authorised Persons security powers within the precinct. More information can be obtained from the Manager Parliamentary Security by emailing LA.Security@nt.gov.au.

Basis of agreement

Agreements for the use of Parliament House facilities are made between the user and the Northern Territory of Australia through the Department of the Legislative Assembly.

Basis of approval

Approval of all building and precinct use is a matter for the Speaker.

Booking details

Booking details and checklist requirements must be received by Janes Hospitality Group at least 10 business days prior to the event.

Car parking

Car parking is not available at Parliament House. 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.

Catering and event coordination

Janes Hospitality Group has an exclusive catering contract at Parliament House and must be engaged for all events held within the precinct. Self-catering is not permitted.

Children/minors

Children must be under constant adult supervision and must remain within the specified event venue.

Cleaning

All Parliament House facilities are to be returned to their pre-hire condition at the conclusion of an event. It is the responsibility of the user to ensure cleanliness.

Conditions

The Speaker of the Legislative Assembly may alter these conditions and/or impose additional conditions at any time.

Deliveries

Large and bulky items are to be delivered via the rear entrance and may be subject to security screening. Access to the Parliament House loading dock for the delivery of items requires Security Unit approval and must be arranged in advance of the event by contacting LA.Security@nt.gov.au. This may be coordinated by Janes Hospitality Group on behalf of the event holder.

Dress

The minimum standard of dress is shoes, shorts and a shirt, which must be worn at all times in every Parliament House venue.

Entertainment

All entertainment must be approved by the Speaker. All music must cease at 11 pm.

Fees and charges

Fees apply for the use of facilities at Parliament House. Applicable fees and charges are determined by comparison to the prevailing market rates in the Darwin CBD, which are reassessed every two years. The fees and charges in this manual are valid from 1 July 2023 and are valid until reviewed.

All prices quoted in this manual are inclusive of GST.

Venue hire prices are exclusive of catering and equipment hire.

Immediately following the event, an invoice will be emailed to the client contact, with payment in full required within 30 days of the date of the invoice.

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, accidents, beverage supply, food, government requisitions, industrial action, restrictions on travel, transport and/or weather conditions.

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.

Media

The Speaker's permission is required for media coverage of an event. Media personnel must be accredited under standard arrangements for Parliament House. For further information refer to the [Media Accreditation](#) section of the Legislative Assembly of the Northern Territory website. All requests for media accreditation must be submitted at least two weeks in advance of the event.

Parliamentary use

Use of all venues by the Legislative Assembly of the Northern Territory takes precedence over all other uses of venues. A booking may be cancelled and fees refunded if a parliamentary requirement for the use of a venue arises.

Protection of works of art, building finishes and fabrics

Appropriate care must be exercised at all times. Damage caused by a user may be subject to cost recovery.

Public liability

Insurance is the responsibility of the client organising the event. Evidence of adequate cover must be provided to the Department of the Legislative Assembly prior to the date of the event.

Security

It is a condition of entry to Parliament House that:

- all visitors are cleared by the screening processes for entry to Parliament House
- any item brought into Parliament House is able to be cleared by the screening procedure
- any item not permitted in Parliament House is surrendered
- there is no disruption to the order or decorum of Parliament House
- there is no disruption to security arrangements in Parliament House.

A security risk assessment will be conducted for all events to determine security requirements. Event organisers and their guests must comply with all security requirements.

Service of alcohol

The Parliament House caterer, Janes Hospitality Group, must be used for the supply and service of alcohol. No other alcohol may be served. BYO is strictly prohibited. The service of alcohol will cease 20 minutes prior to the end of the event.

Smoking

Smoking, vaping and the use of all tobacco products is prohibited within the parliamentary precinct.

Use of images

The use of images of Parliament House for commercial or promotional purposes is not permitted under any circumstances.

Weddings

The ceremony and/or reception set up must be undertaken by the wedding party or a wedding planner. Throwing rice, flower petals or confetti is not permitted.



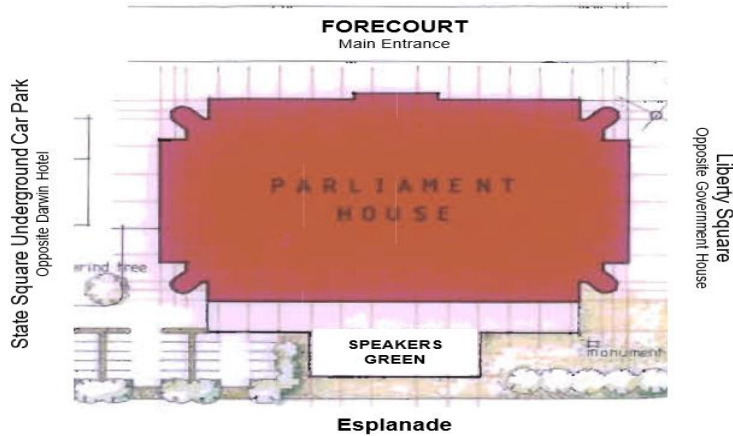
**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
EXTERNAL FUNCTION APPLICATION**

Booking contact's name			
Booking officer's contact details	Ph:		
	Email:		
Date of event			
Times of event:	Start		Finish
Title and type of event (eg. dinner, meeting, cocktail party, reception)			
Expected number of guests			
Catering	YES		NO
Venue requested	<input type="checkbox"/>	Full Dining Room only	<input type="checkbox"/> Dining Room 1
	<input type="checkbox"/>	Nitmiluk Lounge	<input type="checkbox"/> Dining Room 1 and Nitmiluk Lounge
	<input type="checkbox"/>	Full Dining Room and Nitmiluk Lounge	<input type="checkbox"/> Speaker's Green
I have read the manual and understand all costs involved and the terms and conditions of hiring a Parliament House venue.			
Signature			Date

Office use only			
Events officer			
Date suitable	YES	NO	
Venue Available	YES	NO	
Notes:			
Signature		Date	
Security			
Security risk	Acceptable with standard security measures	Acceptable with increased security measures	Unacceptable
Notes			
Signature		Date	
Approved/Not approved			
Cameron Tyrell Director of Business Services Date			

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
LIGHTING UP PARLIAMENT HOUSE REQUEST FORM**

Department/organisation			
Contact name			
Contact details	Phone		
	Email		
Illumination title, cause, awareness campaign etc			
Date of the lighting event			
Times of event	Start		Finish
Colour			



Indicate which side of Parliament House you would like to light up or project an image on to.

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Forecourt | <input type="checkbox"/> Liberty Square |
| <input type="checkbox"/> Esplanade | <input type="checkbox"/> State Square Car park |

Please attached a detailed description and/or proof of the image for any proposed projection onto Parliament House.

Lighting/projection company			
Contact name			
Contact details	Phone		Email
Set up	Date		Time
Pack up	Date		Time
Requester's signature		Date	