

s 22(1)

From: s 47F(1) @restaurantassociates.com.au>
Sent: Thursday, January 23, 2025 1:58:56 PM
To: s 47F(1)
Subject: Re: [Ext] RE: OPH Potential Event 8th Feb 2025

Hi Mark,

That's great, thanks for sending through.

Please see attached for your invoice and draft event sheet. If you could complete the areas in red and return at your earliest convenience it would be much appreciated!

Kind regards,



I acknowledge the traditional owners of country throughout Australia and recognise their connection to land, water and community.

I pay my respects to all Aboriginal and Torres Strait Islander peoples throughout Australia and to their Elders past, present and future.

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From: s 47F(1)
Sent: 23 January 2025 13:09
To: S 47F(1) @restaurantassociates.com.au>
Subject: RE: [Ext] RE: OPH Potential Event 8th Feb 2025

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Completed form as requested.

Regards

Mark Mahony
s 47F(1)

From: s 47F(1) @restaurantassociates.com.au>
Sent: Thursday, 23 January 2025 12:43 PM
To: s 47F(1)
Subject: Re: [Ext] RE: OPH Potential Event 8th Feb 2025

Hi Mark,

Please see attached for your formal quote. If you could please sign and return, I will arrange your invoice for you.

Did you have any updates on the cocktail event? Let me know what the team had in mind and I can see what I might be able to offer.

Kind regards,



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From: s 47F(1)
Sent: 22 January 2025 14:43
To: s 47F(1) @restaurantassociates.com.au>
Subject: RE: [Ext] RE: OPH Potential Event 8th Feb 2025

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From: s 47F(1) <[REDACTED]@restaurantassociates.com.au>
Sent: Wednesday, 22 January 2025 12:59 PM
To: s 47F(1) <[REDACTED]>
Subject: Re: [Ext] RE: OPH Potential Event 8th Feb 2025

Good afternoon Mark,

Thanks for sending through those details, I am finalizing everything now for you.

To confirm, is your business/ name is QT One **IS THE COMPANY NAME** Contractors Associations? And what is the name of the event please? **EVENT TO BE CALLED GJI EVENT**

QT One is the Company Name and ABN...

Were you wanting to go ahead with the cocktail evening as well? If costing is an issue I can discuss with my manager and see what we can arrange for you. **WILL GIVE THIS SOME THOUGHT BUT I BELIEVE THAY ARE LOOKING AT SOMETHING A LITTLE LESS FORMAL,**

Kind regards,



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From: s 47F(1) <[REDACTED]>
Sent: 22 January 2025 11:33
To: s 47F(1) <[REDACTED]@restaurantassociates.com.au>
Subject: [Ext] RE: OPH Potential Event 8th Feb 2025

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Thank You s 47F(1) for all the Information. We have reviewed and discussed all the Information amongst ourselves and have agreed on the **Senate Courtyard**.
Please note the following for the invoice and I will settle the account later today.

- Client ; QT One Pty Ltd ABN 63 872 768 812 (We are a group Contractors Associations)
- Address ; Suite 577 165 Auburn St Goulburn NSW 2580
- Date; to be Saturday 8th February.. 12-5.30 pm
- Catering package as per the quote.

Please set the event/ catering at 100 People and send the necessary contract/ invoice.
Our Audio Visual Team is already speaking with Media Services.

Cheers

Mark Mahony
s 47F(1)

From: s 47F(1) @restaurantassociates.com.au>
Sent: Tuesday, 21 January 2025 4:25 PM
To: s 47F(1)
Subject: Re: OPH Potential Event 8th Feb 2025

Hi Mark,

Lovely to meet you this afternoon, thanks again for making the time to come in.

Please see attached for your quotes for the following:

- Presentation in the courtyard with afternoon tea
- Cocktail event in Kings Hall

If you would like to go ahead, could you please provide the following details so I can generate an invoice for you:

- Full name
- Company name
- Company address
- Event name

Please let me know if you have any questions!

Kind regards,

s 47F(1)
s 47F(1)

Restaurant Associates - Venues

Museum of Australian Democracy at Old Parliament House
18 King George Terrace, Parkes ACT 2600

Ngunnawal Country

t s 47F(1)

w restaurantassociates.com.au



**RESTAURANT
ASSOCIATES**

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From: s 47F(1) [@restaurantassociates.com.au](mailto:s 47F(1)@restaurantassociates.com.au)>

Sent: 21 January 2025 10:24

To: s 47F(1)

Subject: OPH Potential Event 8th Feb 2025

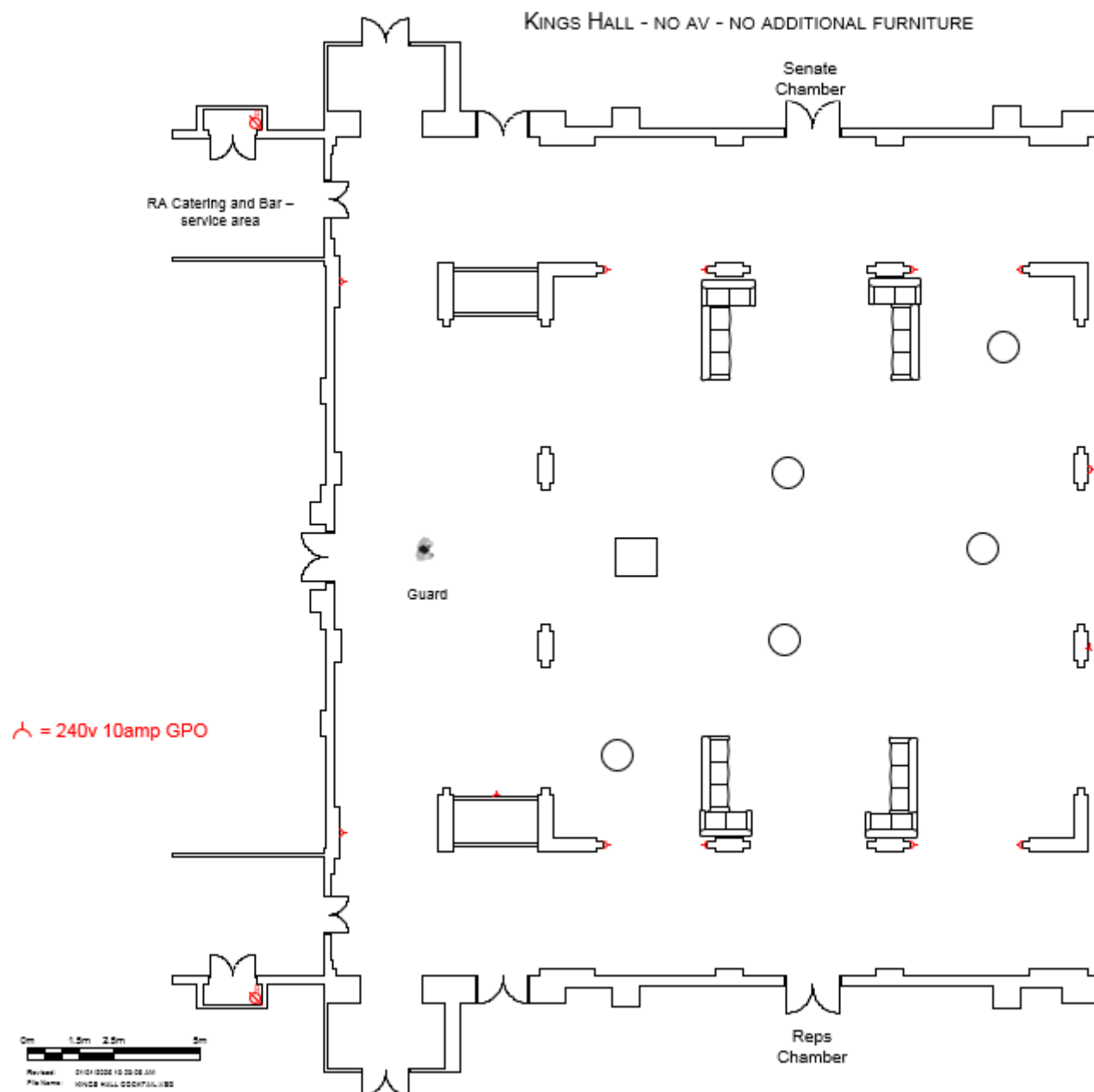
Hi Mark,

Thanks for your call just now. I have attached a copy of our catering packages for you to browse.

As mentioned on the phone Kings Hall is part of the Museum and therefore bump in cannot commence until 5.30pm at the earliest. Would this be suitable?

I have just had a signed contract come through for another event the same night in the Members Dining Rooms, so unfortunately they are no longer available.

Below is the floorplan for Kings Hall.



Please let me know if you have any questions!

Kind regards,

s 47F(1)
s 47F(1)

Restaurant Associates - Venues
Museum of Australian Democracy at Old Parliament House
18 King George Terrace, Parkes ACT 2600
Ngunnawal Country
t s 47F(1)
w restaurantassociates.com.au



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Restaurant Associates
(A brand of Compass Group B&I Hospitality Services P/L)
Old Parliament House
18 King George Terrace
ACT 2600
PH 1300 870 433
E moadophevents@restaurantassociates.com.au

To: Mark Mahony
QT One
Suite 577, 165 Auburn Street
Goulburn New South Wales 2580

OPH Payment Request

Invoice No: OPH246653
Invoice Date: 23/01/2025
Debtor No: 109950

Page No: 1 of 1

Event: OPH - GJI Event [45499]
Event Date: 08/02/2025
Venue/s: Members' Dining Room 1, Senate Courtyard

DESCRIPTION	QTY	AMOUNT	TOTAL EX GST	GST	TOTAL
Payment Request	1	\$s 47(1)(b)	\$s 47(1)(b)	\$s 47(1)(b)	\$s 47(1)(b)

Charges as per the itemised Financial section of run sheet

Total Charges **s 47(1)(b)**

Charges this Invoice: \$s 47(1)(b)
Payments Received: \$0.00
BALANCE OUTSTANDING: \$s 47(1)(b)

Payment Due: Thursday, 30 January 2025

REMITTANCE ADVICE - Please detach and return with the payment

Invoice No: OPH246653
Invoice Date: 23/01/2025

AMOUNT DUE: \$s 47(1)(b)

Payment can be made by - Cash, Cheque, EFT or Credit Card

☐ Enclosed is my cheque/money order for \$ _____

☐ Please charge by credit card \$ _____

☐ Visa ☐ Master Card ☐ American Express ☐ Diners

Card No: _____ / _____ / _____ / _____

Expire Date: ____ / ____ CVV _____

Cardholder Name: _____

Signature: _____

Payment Details

Bank Cheques made Payable to:
Compass Group Australia
GPO Box W2100
Perth WA 6846
ABN 82 089 388 143

Bank details for EFT transfer:

Acc Name: Compass Group (Australia)
BSB: 036 818
Acc No: 109 950

**Note: 2.75% surcharge applies to AMEX; 2.81% surcharge applies to Diners Card.
1.18% applies to Visa & Master Card**

Please include **45499** with EFT payment
and forward remittance advice to:
remitonly@compass-group.com.au

Client Event Order-DRAFT

45499 - OPH - GJI Event

Start Date: **Saturday, 08 February 2025**

Start Time: **12:00 (12:00 PM)**

Event Coordinator

End Date: **Saturday, 08 February 2025**

End Time: **17:30 (05:30 PM)**

S 47F(1)

Attendance: **100**

Verbally Confirmed

Event Type: **Afternoon Tea**

Contacts

Contact

Mark Mahony
QT One
Suite 577, 165 Auburn Street
Goulburn New South Wales 2580
Australia

Ph Dir: S 47F(1)

Ph Mob:

E-Mail: S 47F(1)

Venues

Senate Courtyard	Sat 08/02/2025 12:00 PM - Sat 08/02/2025 05:30 PM	Verbally Confirmed	100
Members' Dining Room 1	Sat 08/02/2025 03:00 PM - Sat 08/02/2025 05:30 PM	Verbally Confirmed	100

Details

Set-up / Meeting/Conference Set-up

Qty: 1

Venue: Senate Courtyard

Facing: Pergola

Registration table: **Do you require a registration table?**

Presenters' table: **Do you require a presenters' table?**

Seating style: Theatre

Pax (guests): 100

Crew pax (eg suppliers etc who require catering): **TBC**

AV: bringing own AV

Catering station: under terrace

Please note that any major changes to the function set up within 48h of the event may incur a labour fee at Restaurant Associates' discretion.

OPH EVENT DETAILS / Conference Schedule

Qty: 1

__: AV team arrive for set up in Senate Courtyard

11:45 Organiser arrives via Front door - King George V terrace. RA event supervisor and event organiser to go through run sheet together

12:00 Guests arrive via Front door - King George V Terrace. Tea and coffee served upon arrival

__: Afternoon Tea is served

__: All guests depart via Queen Victoria Terrace Bridges / Front door - King George V Terrace

__: Organisers depart via Queen Victoria Terrace Bridges / Front door - King George V Terrace - venue must be vacated by this time

IMPORTANT INFORMATION:

Final numbers (and dietary requirements) are due in writing to your event coordinator two (2) weeks prior to your event start date. Minor increases may be accommodated past this time at an additional cost, however no drop in numbers is allowable.

CONTACT NUMBER:

If you require any assistance on the day of your event please contact 02 6261 7200 OR S 47F(1)

OPH EVENT DETAILS / Signage

Qty: 1

TBC

Please advise if you would like your signage to read something different.

Client Event Order-DRAFT

45499 - OPH - GJI Event

Start Date: **Saturday, 08 February 2025**

Start Time: **12:00 (12:00 PM)**

Event Coordinator

End Date: **Saturday, 08 February 2025**

End Time: **17:30 (05:30 PM)**

S 47F(1)

Attendance: **100**

Verbally Confirmed

Event Type: **Afternoon Tea**

Inventory

OPH SUPPLIERS / Audio Visual - Media Services

08/02/2025 12:00 PM - 08/02/2025 05:30 PM

Qty: 1

Client Event Order-DRAFT

45499 - OPH - GJI Event

Start Date: **Saturday, 08 February 2025**

Start Time: **12:00 (12:00 PM)**

Event Coordinator

End Date: **Saturday, 08 February 2025**

End Time: **17:30 (05:30 PM)**

s 47F(1)

Attendance: **100**

Verbally Confirmed

Event Type: **Afternoon Tea**

Food

Conference menus / Morning/ Afternoon Tea

08/02/2025 12:00 PM - 08/02/2025 05:30 PM

Qty: 100

Afternoon Tea served @ __: __

4 hours service of Tea Coffee and Juice

Selection of three items:

SWEET SELECTIONS

Buttermilk scones, house made jam, whipped cream

Freshly baked petit Danishes

Orange, almond and coconut slice (gf, vegan)

Freshly baked petit muffins

Strawberry and mascarpone cream tarts (gf)

Almond and chocolate brownie (gf) Freshly baked donuts

Melting moments Cherry pannacotta pots

SAVOURY SELECTIONS

Sweet pea and leek tartelettes (v)

Flo's pumpkin scones, wattle seed butter and jam

Red pepper, goats cheese tart, rocket pesto (v)

Italian spinach, artichoke mini quiche (v)

Shaved leg ham, cheddar, sourdough toasties

Caprese mini croissant pesto, tomato, mozzarella (v)

Lamb fatayer

Smoked salmon, lemon capers mascarpone cream mini bagel

Mushroom and goat cheese wellington

Mini sausage rolls

Dietary Requirements

TBC

Financials

DATE	DESCRIPTION	QTY	AMOUNT	DISCOUNT	EX TAX	TAX	TOTAL
------	-------------	-----	--------	----------	--------	-----	-------

Conference menus

08/02/2025	Morning/ Afternoon Tea	100	X	s 47(1)(b)	\$0.00	\$s 47(1)(b)	
	Afternoon Tea served @ __: __						
	Chefs selection of three items						
	4 hours service of Tea Coffee and Juice						

Dietary Requirements

TBC

OPH SUPPLIERS

08/02/2025	Audio Visual - Media Services	1	X	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Our venues have inbuilt audio visual available. To obtain a formal quote please contact the team at Media Services.

Email: mediaservices@nma.gov.au

Client Event Order-DRAFT

45499 - OPH - GJI Event

Start Date: **Saturday, 08 February 2025**

Start Time: **12:00 (12:00 PM)**

Event Coordinator

End Date: **Saturday, 08 February 2025**

End Time: **17:30 (05:30 PM)**

s 47F(1)

Attendance: **100**

Verbally Confirmed

Event Type: **Afternoon Tea**

Financials

<u>DATE</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>AMOUNT</u>	<u>DISCOUNT</u>	<u>EX TAX</u>	<u>TAX</u>	<u>TOTAL</u>
OPH VENUE HIRE							
08/02/2025	Members Dining Room 1 - Day rate - 8am - 5pm Wet weather back up	1 X	s 47(1)(b)	\$0.00	s 47(1)(b)		
08/02/2025	Senate Courtyard	1 X	s 47(1)(b)	\$0.00	s 47(1)(b)		
Total:				\$0.00	\$s 47(1)(b)		

Please make any changes, sign and send back your Event Coordinator

Signature: _____

Name: _____

Date: _____

s 22(1)

From: s 47F(1) @restaurantassociates.com.au>
Sent: Wednesday, January 29, 2025 2:18:06 PM
To: s 47F(1)
Subject: Re: [Ext] GJI Event for The Old Parliament house for the 8th February

Thanks for all that Mark 😊

Kind regards,

s 47F(1)

s 47F(1)

Restaurant Associates - Venues

Museum of Australian Democracy at Old Parliament House
18 King George Terrace, Parkes ACT 2600
Ngunnawal Country

t s 47F(1)

w restaurantassociates.com.au



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From: s 47F(1)
Sent: 29 January 2025 11:36
To: s 47F(1) @restaurantassociates.com.au>
Subject: FW: [Ext] GJI Event for The Old Parliament house for the 8th February

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Thanks s 47F(1) Please see my Response in BLUE, and thank you...

From: s 47F(1) @restaurantassociates.com.au>
Sent: Tuesday, 28 January 2025 11:18 AM
To: s 47F(1)
Subject: Re: [Ext] GJI Event for The Old Parliament house for the 8th February

Hi Mark,

Thanks for sending this through. A few things to note:

- I have attached a floorplan for you. Could you please let me know if the location of the registration and presenter tables are suitable? LOCATION OF PRESENTERS TABLE AND REGISTRATION TABLE IS AS PER YOUR PLAN.... Thank you..
- We have 80 outdoor chairs available. There are also the bench seats up under the corridors available for guests. Please let me know if this is sufficient. [GREAT thank you.](#)
- The lectern and microphone are provided by the AV team. If using your own AV then they will need to provide (unless you have arranged with Media Services - I have not had any correspondence from them in regards to your event as yet). WE ARE SPEAKING WITH ALLAN FROM MEDIA SERVICES
- What wording would you like on your directional signage? GJI EVENT IN SENATORS COURTYARD
- Could you please let me know any dietary requirements today? [NO DIETRY REQUIREMENTS](#)

Had you decided what direction you were going with the cocktail evening post presentation?

[Not at this stage... we will be doing another event shortly, when time permits....](#)

[Cheers and Thanks](#) s 47F(1)

Regards Mark Mahony s 47F(1)

Kind regards,

<p>s 47F(1) s 47F(1)</p> <p>Restaurant Associates - Venues Museum of Australian Democracy at Old Parliament House 18 King George Terrace, Parkes ACT 2600 Ngunnawal Country t s 47F(1) w restaurantassociates.com.au</p> 	<p>RESTAURANT ASSOCIATES</p>
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From: s 47F(1)
Sent: 24 January 2025 10:21
To: s 47F(1) [@restaurantassociates.com.au](mailto:s 47F(1)@restaurantassociates.com.au)>
Cc: s 47F(1)
Subject: [Ext] GJI Event for The Old Parliament house for the 8th February

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From: s 47F(1) @restaurantassociates.com.au>
Sent: Thursday, 30 January 2025 4:26 PM
To: s 22(1)
Cc: s 47F(1)
Subject: Re: [Ext] RE: 08.02.25 - House Approval - GJI Afternoon Tea Event [SEC=UNOFFICIAL]
Attachments: House Approval form - GJI - 08.02.25 (002).docx

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from outside the organisation.
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Hi s 22(1)

Please see attached for updated HA 😊

Kind regards,

s 47F(1)

s 47F(1)

Restaurant Associates - Venues

Museum of Australian Democracy at Old Parliament House
18 King George Terrace, Parkes ACT 2600
Ngunnawal Country

t s 47F(1)

w restaurantassociates.com.au



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From: s 47F(1) @restaurantassociates.com.au>
Sent: 30 January 2025 15:35
To: s 47F(1) @restaurantassociates.com.au>
Subject: FW: [Ext] RE: 08.02.25 - House Approval - GJI Afternoon Tea Event [SEC=UNOFFICIAL]

Can you please make these amendments...?

With kind regards,
s 47F(1)

s 47F(1)
s 47F(1)

Restaurant Associates – Venues

Museum of Australian Democracy at Old
Parliament House
18 King George Terrace, Parkes ACT 2600
Ngunnawal Country
+61 2 6261 7200
w restaurantassociates.com.au



**RESTAURANT
ASSOCIATES**

From: s 22(1) @moadoph.gov.au>
Sent: Thursday, January 30, 2025 3:30 PM
To: s 47F(1) @restaurantassociates.com.au>
Subject: RE: [Ext] RE: 08.02.25 - House Approval - GJI Afternoon Tea Event [SEC=UNOFFICIAL]

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

UNOFFICIAL

Perfect – thanks s 47F(1) So are you sending through an updated HA?

s 22(1)
Facilities and Catering Coordinator



s 22(1)
18 King George Terrace, Parkes ACT 2600
PO Box 3934, Manuka ACT 2603
moadoph.gov.au

We acknowledge and pay our respects to the Traditional Custodians of this land and celebrate their ongoing culture and contribution to society.

From: s 47F(1) @restaurantassociates.com.au>
Sent: Thursday, 30 January 2025 3:28 PM
To: s 22(1) @moadoph.gov.au>
Subject: RE: [Ext] RE: 08.02.25 - House Approval - GJI Afternoon Tea Event [SEC=UNOFFICIAL]

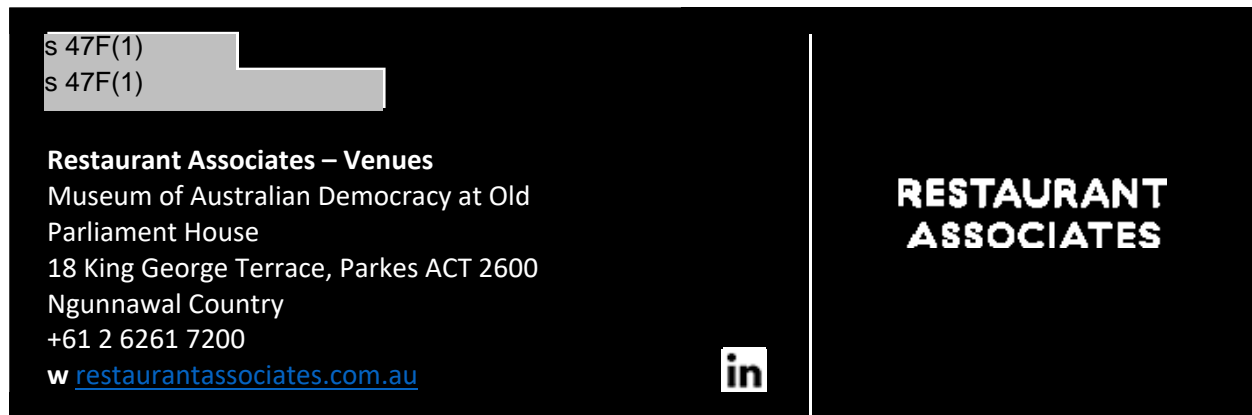
CAUTION: This email originated from outside the organisation.
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Hello s 22(1)

Thanks for getting back to us on this one and no worries I know the feeling!

Answers to your questions in blue below.

With kind regards,
s 47F(1)



From: s 22(1) <@moadoph.gov.au>
Sent: Thursday, January 30, 2025 3:03 PM
To: s 47F(1) <@restaurantassociates.com.au>
Subject: [Ext] RE: 08.02.25 - House Approval - GJI Afternoon Tea Event [SEC=UNOFFICIAL]

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

UNOFFICIAL

Hi s 47F(1)

Apologies for the delay on this one – have been having issues with some of my systems all week!

For this one, I just have a few queries:

- There is a Journey Beyond lunch scheduled for the same day (8/2) – noting that those lunches use all 3 MDRs, you have MDR1 listed as a wet weather back up for the GJI event – what happens if it does rain and the GJI event needs to move inside? I just note the timings are similar to the journey beyond lunches **Yes sorry we just have noted in the HA that in the event of wet weather they will change the start time of the event to a later time and move to MDR 1 after the Journey Beyond lunch has finished at 1.30pm and we have reset the room which will be 3pm start time.**
- In the draft run sheet you have listed on the HA, there are quite lengthy gaps between things occurring – such as, guests arriving at 12pm but afternoon tea isn't served until 2:30pm, what are the guests doing for 2.5 hours? Same with the gap between serving of arvo tea and departure, there is a 2.5-hour gap here – please confirm (if you can) what the

guests will be doing in these large gaps There will be theatre style set up with a presentation. They will have AV (all to be discussed with s 22(1) oo)

Thanks!

s 22(1)

Facilities and Catering Coordinator



s 22(1)

18 King George Terrace, Parkes ACT 2600

PO Box 3934, Manuka ACT 2603

moadoph.gov.au

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Museum of Australian Democracy
at Old Parliament House

PLEASE REFER TO FLOWCHART AT THE END OF THE FORM BEFORE COMPLETION

HOUSE APPROVAL PART 1

Date of Function	8 th Feb 2025	Event Type	Afternoon Tea		
Organisation/Client/Event name	GJI Event				
MoAD Contact (if applicable)	s 47F(1)	MoAD Contact No.	6261 7200		
	Room	Start time	End Time	Estimated numbers (whole event)	
Is this a MoAD or MoAD Partnership event?	Restaurant Associates spaces				
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	MDR1 <input checked="" type="checkbox"/>	15:00	17:30	100	
Is this a catered event?	MDR2 <input type="checkbox"/>				
<input checked="" type="checkbox"/> YES, by RA <input type="checkbox"/> NO	MDR3 <input type="checkbox"/>				
Is there any discount on catering?	Members' Bar <input type="checkbox"/>				
<input checked="" type="checkbox"/> NO	Secretariat <input type="checkbox"/>				
<input type="checkbox"/> YES, 10%	Courtyard Cafe <input type="checkbox"/>				
<input type="checkbox"/> YES, 20%					
Is a waiver of OFA hire requested?	Other spaces				
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Senate MDR corridor <input type="checkbox"/>				
	H of R MDR corridor <input type="checkbox"/>				
	Rear Terrace <input type="checkbox"/>				
If yes, please provide reason?	Occasional Function spaces				
	Please complete Part 2	King's Hall <input type="checkbox"/>			
		H o R Chamber <input type="checkbox"/>			
		Senate Chamber <input type="checkbox"/>			
		H o R Courtyard <input type="checkbox"/>			
Has Discount Request form been completed?		Senate Courtyard <input checked="" type="checkbox"/>	12:00	17:30	100
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	MoAD spaces				
	O Space <input type="checkbox"/>				
	L2 <input type="checkbox"/>				
	Other (please specify) <input type="checkbox"/>				

Provide a brief outline of the function. (include type of function, set up, arrival & departure times and any special requirements)			
Senate Courtyard In the event of inclement weather the event will be moved indoors to Members' Dining Room 1 and delaying the start time to 15:00.			
Schedule 10:00 AV team arrive for set up in Senate Courtyard 11:45 Organiser arrives via Front door - King George V terrace. RA event supervisor and event organiser to go through run sheet together. 12:00 Guests arrive via Front door - King George V Terrace. Tea and coffee served upon arrival 12:30 Presentation begins 14:30 Afternoon Tea is served outside 15:00 Presentation continues 17:00 All guests depart via Cafe 17:30 Organisers depart via Cafe - <u>venue must be vacated by this time</u>			
Set Up Facing: Pergola Registration table: Yes Presenters' table: yes Seating style: Theatre Pax (guests): 100 Crew pax (eg suppliers etc who require catering): None AV: bringing own AV (need lectern and microphone) **Fountains on** Catering station: under terrace			
Is AV required?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Who is the AV provider?		<input type="checkbox"/> RA <input type="checkbox"/> Media Services <input checked="" type="checkbox"/> Other, please provide details:	
Please list any AV items required for the event which are not inbuilt e.g. lectern, stage, additional equipment etc.			
This is still being confirmed			
Is Security required?			
RA Security	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	MoAD Security	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If no Security, explain why	No alcohol involved so low risk event		
Is additional cleaning required?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If so, when?	
Do you require assistance from the Museum Experience team for this event?			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

If so, please provide basic details			
Do you require any assistance from the MoAD Marketing/Communications team?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If so, please provide more information			
OFA hire charges (ex GST) – per space	\$950		
Approval			
Approval	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		
Conditions of approval			
Approving officer signature			
Date of approval			

HOUSE APPROVAL PART 2

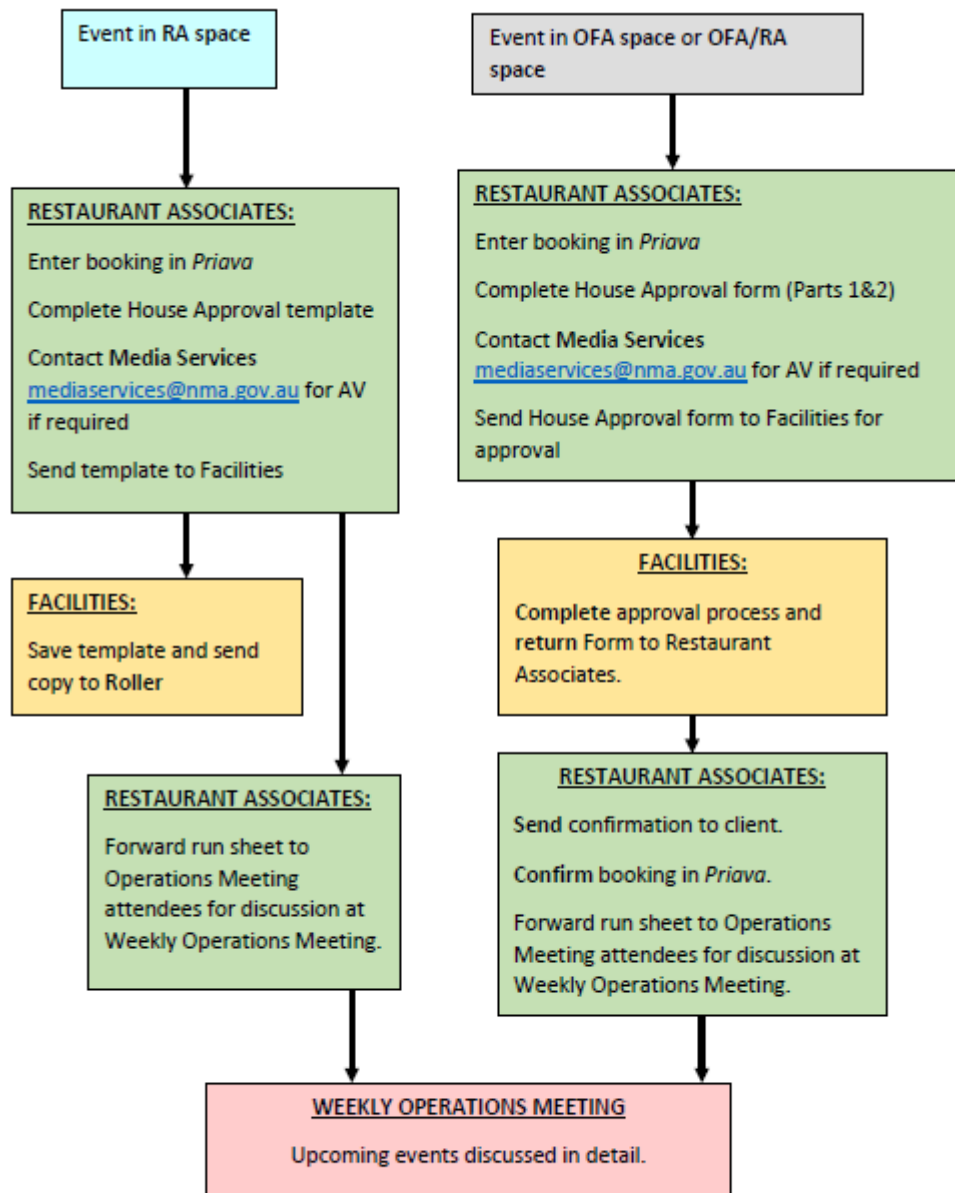
To be completed for the use of King's Hall, House of Representatives & Senate Chambers, House of Representatives & Senate Courtyards

Allowable Activities			
Does the event comply with the Guidelines, including the Allowable Activities & Equipment information, for the relevant space/s?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If no, please provide details of risks and mitigation strategies			
Who has checked compliance?	Name:	<div>s 47F(1)</div>	Signature: <div>s 47F(1)</div>
Is the mace required?			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Does heritage furniture require moving?			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If yes, please indicate requirements			
A floorplan should be attached to this House Approval form if any additional items are being used e.g. AV, catering items (this can be amended closer to the actual event however a version is needed for this approval process)			
Is a floorplan attached (KH & Chambers only)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Comments regarding approval		
Stakeholder	Comment	Initial & date

Facilities	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Heritage & Collections	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Exhibitions	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Museum Experience	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Learning	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Engagement	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Interpretation	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Digital	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Capital Projects	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Development	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Roof Works	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Marketing	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Other	<input type="checkbox"/> YES <input type="checkbox"/> N/A		

HOUSE APPROVAL PROCESS – Restaurant Associates events



HOUSE APPROVAL PROCESS – For MoAD & MoAD partnership events

Please follow this process when organising an event.
Additional information which may assist is provided following the flow chart.

LEGEND

MoAD – Museum of Australian Democracy

RA – Restaurant Associates

MDRs – Members Dining Room/s

OFA – Occasional Function Area (KH, Chambers, Courtyards)

KH – King's Hall

Chamber – House of Representatives Chamber or Senate Chamber

MoAD spaces – any public, non-tenant, non-OFA space

What type of event are you organising?
Where is it being held?

If any part of the event is to be held in a RA space (MDRs) or an OFA space (KH, Chamber, courtyard) – contact RA (moadophevents@restaurantassociates.com.au) to book the space. This is because RA can also book these spaces.

Complete the House Approval form for ALL spaces being used (RA, OFA, MoAD). Note Part 2 is required for KH/Chamber use.

Forward the completed House Approval form to RA who will confirm/add details and forward to Facilities s 22(1) @moadoph.gov.au

If only MoAD spaces (i.e. no RA /OFA spaces) are in use please complete the House Approval form.

Complete the House Approval form noting all spaces in use.

Forward the completed House Approval form to Facilities s 22(1) @moadoph.gov.au

Facilities will check the details on the House Approval form, circulate for comment if required and arrange approval.

Once approved, a copy of the House Approval form will be returned to the event organiser and RA if required. Please note any comments which have been added to the form. A copy will also be sent to Roller for inclusion in that system.

The event will be discussed at the weekly Thursday Operations meeting. The event organiser should provide a copy of the run sheets for discussion at the meeting. The meeting is organised by Facilities and includes representatives from relevant teams. Other teams will be invited as required.

GENERAL INFORMATION

- An **event** is any function organised by RA within a Site (MDRs) or OFA space (KH, Chambers, Courtyards) **OR** any function organised by MoAD (or by MoAD on behalf of a third party) in the building, outside of BAU activities, whether catered or not. House Approvals ARE required.
- Meetings in meeting rooms are not considered as events and a House Approval is not required.
- Simple catering in an office or meeting room is not an event and a House Approval is not required.
- BAU activities include building maintenance, exhibition maintenance/closure, capital works, standard school visits, MEO/Volunteer activities/tours and simple, last-minute filming e.g., media requests. When required, advice regarding these instances should be provided by email by the relevant teams. These instances are not events and a House Approval is not required.
- For any other filming a House approval is required.

Please seek approval in principle for your event. Depending on the type of **event** this could be from your Manager, Head, Forward Planning, SMG. **This will be approval in principle only.** Final approval is via the House Approval process.

INFORMATION TO ASSIST WITH COMPLETING A HOUSE APPROVAL FORM

- Confirm if the event is a MoAD or Partnership event. This will determine if any waivers or discounts are available for catering, AV & venue hire. For Partnerships refer to MOU or agreement for details.
- Confirm if catering is involved and if a discount applies. For MoAD events a 20% discount applies on catering packages. For Partnership events, please refer to the partnership arrangements in place.
- There is no venue hire for MoAD use of the MDRs. OFA venue hire only applies if RA are involved – the RA portion of the venue hire cannot be waived in this circumstance. For a partnership, please refer to the partnership arrangements in place.
- Mark the spaces required; add the time of use and approx. number of people attending the event. If using the OTHER box, please add specific details of the space required.
- Meeting rooms are booked via Outlook. Only include on the house approval for information only.
- Provide a brief description of the event – set up, arrival/departure times etc.
- Add the information regarding AV, if available
- Security may be required depending on the type/location of event, the numbers of attendees and the number of staff in attendance – contact Facilities & Security if you need assistance.
- Additional information is required for events in KH and/or chambers – please refer to documents available on the intranet:
 - Guidelines for General Events in Kings Hall
 - Guidelines for Dinner in Kings Hall
 - Guidelines for use of the House of Representatives and Senate Chambers
 - Guidelines for use of the house of Representatives and Senate Courtyards for events
- A floorplan is required for all KH and chamber events. It should detail any items brought into the space e.g. tables, chairs, stage, lighting etc.

WHO APPROVES YOUR EVENT

During Museum opening hours: KH/Chambers – Deputy Director; Other museum spaces/RA spaces/courtyards – Team EL2;

Outside Museum opening hours: KH/Chambers –Team EL2; Other museum spaces/RA spaces/courtyards – Team EL2;

s 22(1)



From: Lee Pluis <Lee.Pluis@moadoph.gov.au>

Sent: Saturday, 8 February 2025 12:18 PM

To: s 22(1) @moadoph.gov.au; s 22(1) @moadoph.gov.au;
s 22(1) @moadoph.gov.au; Andrew Harper <Andrew.Harper@moadoph.gov.au>;
s 22(1) @moadoph.gov.au

Subject: Fw: APPROVED HA - GJI Afternoon Tea 8/2 [SEC=UNOFFICIAL]

Lee Pluis

Head Museum Experience, Learning & Operations



(02) 6270 8171

18 King George Terrace, Parkes ACT 2600

PO Box 3934, Manuka ACT 2603

moadoph.gov.au

We acknowledge and pay our respects to the Traditional Custodians of this land and celebrate their ongoing culture and contribution to society.

From: MoAD - Reception <Reception@moadoph.gov.au>
Sent: Saturday, February 8, 2025 11:54:28 AM
To: Lee Pluis <Lee.Pluis@moadoph.gov.au>; Andrew Harper <Andrew.Harper@moadoph.gov.au>; s 22(1) <[s 22\(1\)@moadoph.gov.au](mailto:s 22(1)@moadoph.gov.au)>
Subject: Fw: APPROVED HA - GJI Afternoon Tea 8/2 [SEC=UNOFFICIAL]

Get [Outlook for iOS](#)

From: MoAD - Facilities <facilities@moadoph.gov.au>
Sent: Friday, January 31, 2025 3:51:08 PM
To: MoAD - Reception <Reception@moadoph.gov.au>
Cc: s 47F(1) <[s 47F\(1\)@restaurantassociates.com.au](mailto:s 47F(1)@restaurantassociates.com.au)>; MOADOPH Events <moadophevents@restaurantassociates.com.au>
Subject: APPROVED HA - GJI Afternoon Tea 8/2 [SEC=UNOFFICIAL]

UNOFFICIAL

Good afternoon,

I refer to the attached HA, for the GJI Afternoon Tea to be held in the Senate Courtyard on 8 Feb from approx. 11am – 4:30pm.

This has been approved to proceed.

s 22(1)
Facilities and Catering Coordinator



s 22(1)
18 King George Terrace, Parkes ACT 2600
PO Box 3934, Manuka ACT 2603
moadoph.gov.au

We acknowledge and pay our respects to the Traditional Custodians of this land and celebrate their ongoing culture and contribution to society.



Museum of Australian Democracy
at Old Parliament House

PLEASE REFER TO FLOWCHART AT THE END OF THE FORM BEFORE COMPLETION

HOUSE APPROVAL PART 1

Date of Function	8 th Feb 2025	Event Type	Afternoon Tea		
Organisation/Client/Event name	GJI Event				
MoAD Contact (if applicable)	s 47F(1)	MoAD Contact No.	6261 7200		
	Room	Start time	End Time	Estimated numbers (whole event)	
Is this a MoAD or MoAD Partnership event?	Restaurant Associates spaces				
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	MDR1 <input checked="" type="checkbox"/>	15:00	17:30	100	
Is this a catered event?	MDR2 <input type="checkbox"/>				
<input checked="" type="checkbox"/> YES, by RA <input type="checkbox"/> NO	MDR3 <input type="checkbox"/>				
Is there any discount on catering?	Members' Bar <input type="checkbox"/>				
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES, 10% <input type="checkbox"/> YES, 20%	Secretariat <input type="checkbox"/>				
	Courtyard Cafe <input type="checkbox"/>				
Is a waiver of OFA hire requested?	Other spaces				
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Senate MDR corridor <input type="checkbox"/>				
	H of R MDR corridor <input type="checkbox"/>				
	Rear Terrace <input type="checkbox"/>				
If yes, please provide reason?	Occasional Function spaces				
	Please complete Part 2	King's Hall <input type="checkbox"/>			
		H o R Chamber <input type="checkbox"/>			
		Senate Chamber <input type="checkbox"/>			
		H o R Courtyard <input type="checkbox"/>			
Has Discount Request form been completed?		Senate Courtyard <input checked="" type="checkbox"/>	12:00	17:30	100
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	MoAD spaces				
	O Space <input type="checkbox"/>				
	L2 <input type="checkbox"/>				
	Other (please specify) <input type="checkbox"/>				

Provide a brief outline of the function. (include type of function, set up, arrival & departure times and any special requirements)			
Senate Courtyard In the event of inclement weather the event will be moved indoors to Members' Dining Room 1 and delaying the start time to 15:00.			
Schedule 10:00 AV team arrive for set up in Senate Courtyard 11:45 Organiser arrives via Front door - King George V terrace. RA event supervisor and event organiser to go through run sheet together. 12:00 Guests arrive via Front door - King George V Terrace. Tea and coffee served upon arrival 12:30 Presentation begins 14:30 Afternoon Tea is served outside 15:00 Presentation continues 17:00 All guests depart via Cafe 17:30 Organisers depart via Cafe - <u>venue must be vacated by this time</u>			
Set Up Facing: Pergola Registration table: Yes Presenters' table: yes Seating style: Theatre Pax (guests): 100 Crew pax (eg suppliers etc who require catering): None AV: bringing own AV (need lectern and microphone) **Fountains on** Catering station: under terrace			
Is AV required?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Who is the AV provider?		<input type="checkbox"/> RA <input type="checkbox"/> Media Services <input checked="" type="checkbox"/> Other, please provide details:	
Please list any AV items required for the event which are not inbuilt e.g. lectern, stage, additional equipment etc.			
This is still being confirmed			
Is Security required?			
RA Security	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	MoAD Security	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If no Security, explain why	No alcohol involved so low risk event		
Is additional cleaning required?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If so, when?	
Do you require assistance from the Museum Experience team for this event?			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

If so, please provide basic details			
Do you require any assistance from the MoAD Marketing/Communications team?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If so, please provide more information			
OFA hire charges (ex GST) – per space	\$950		
Approval			
Approval	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not approved		
Conditions of approval	Approved noting that the MDR spaces are occupied until 1:30pm should there be wet weather – RA to mitigate accordingly		
Approving officer signature	s 22(1)		
Date of approval	31/01/25		

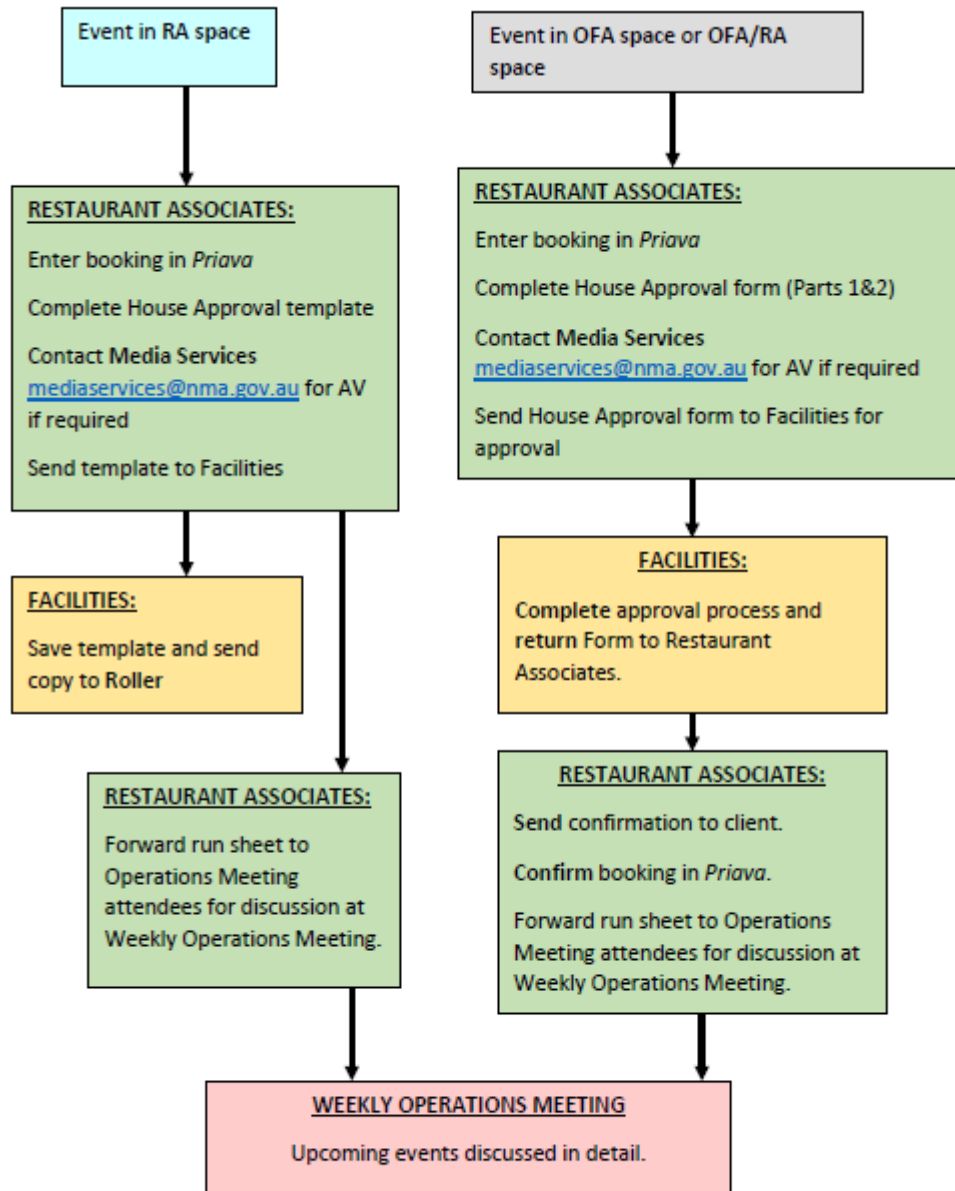
HOUSE APPROVAL PART 2

To be completed for the use of King's Hall, House of Representatives & Senate Chambers, House of Representatives & Senate Courtyards

Allowable Activities			
Does the event comply with the Guidelines, including the Allowable Activities & Equipment information, for the relevant space/s?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If no, please provide details of risks and mitigation strategies			
Who has checked compliance?	Name:	s 47F(1)	Signature: s 47F(1)
Is the mace required?			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Does heritage furniture require moving?			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If yes, please indicate requirements			
A floorplan should be attached to this House Approval form if any additional items are being used e.g. AV, catering items (this can be amended closer to the actual event however a version is needed for this approval process)			
Is a floorplan attached (KH & Chambers only)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Comments regarding approval			
Stakeholder		Comment	Initial & date
Facilities	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		
Heritage & Collections	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		
Exhibitions	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		
Museum Experience	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		
Learning	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		
Engagement	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		
Interpretation	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		
Digital	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		
Capital Projects	<input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A	No issues	SC 31/01/25
Development	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		
Roof Works	<input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A	No issues	SC 31/01/25
Marketing	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		
Other	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A		

HOUSE APPROVAL PROCESS – Restaurant Associates events



HOUSE APPROVAL PROCESS – For MoAD & MoAD partnership events

Please follow this process when organising an event.
Additional information which may assist is provided following the flow chart.

LEGEND

MoAD – Museum of Australian Democracy

RA – Restaurant Associates

MDRs – Members Dining Room/s

OFA – Occasional Function Area (KH, Chambers, Courtyards)

KH – King's Hall

Chamber – House of Representatives Chamber or Senate Chamber

MoAD spaces – any public, non-tenant, non-OFA space

What type of event are you organising?
Where is it being held?

If any part of the event is to be held in a RA space (MDRs) or an OFA space (KH, Chamber, courtyard) – contact RA (moadophevents@restaurantassociates.com.au) to book the space. This is because RA can also book these spaces.

Complete the House Approval form for ALL spaces being used (RA, OFA, MoAD). Note Part 2 is required for KH/Chamber use.

Forward the completed House Approval form to RA who will confirm/add details and forward to Facilities s 22(1) @moadoph.gov.au)

If only MoAD spaces (i.e. no RA /OFA spaces) are in use please complete the House Approval form.

Complete the House Approval form noting all spaces in use.

Forward the completed House Approval form to Facilities s 22(1) @moadoph.gov.au)

Facilities will check the details on the House Approval form, circulate for comment if required and arrange approval.

Once approved, a copy of the House Approval form will be returned to the event organiser and RA if required. Please note any comments which have been added to the form. A copy will also be sent to Roller for inclusion in that system.

The event will be discussed at the weekly Thursday Operations meeting. The event organiser should provide a copy of the run sheets for discussion at the meeting. The meeting is organised by Facilities and includes representatives from relevant teams. Other teams will be invited as required.

GENERAL INFORMATION

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- Simple catering in an office or meeting room is not an event and a House Approval is not required.
- BAU activities include building maintenance, exhibition maintenance/closure, capital works, standard school visits, MEO/Volunteer activities/tours and simple, last-minute filming e.g., media requests. When required, advice regarding these instances should be provided by email by the relevant teams. These instances are not events and a House Approval is not required.
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Please seek approval in principle for your event. Depending on the type of **event** this could be from your Manager, Head, Forward Planning, SMG. **This will be approval in principle only.** Final approval is via the House Approval process.

INFORMATION TO ASSIST WITH COMPLETING A HOUSE APPROVAL FORM

- Confirm if the event is a MoAD or Partnership event. This will determine if any waivers or discounts are available for catering, AV & venue hire. For Partnerships refer to MOU or agreement for details.
- Confirm if catering is involved and if a discount applies. For MoAD events a 20% discount applies on catering packages. For Partnership events, please refer to the partnership arrangements in place.
- There is no venue hire for MoAD use of the MDRs. OFA venue hire only applies if RA are involved – the RA portion of the venue hire cannot be waived in this circumstance. For a partnership, please refer to the partnership arrangements in place.
- Mark the spaces required; add the time of use and approx. number of people attending the event. If using the OTHER box, please add specific details of the space required.
- Meeting rooms are booked via Outlook. Only include on the house approval for information only.
- Provide a brief description of the event – set up, arrival/departure times etc.
- Add the information regarding AV, if available
- Security may be required depending on the type/location of event, the numbers of attendees and the number of staff in attendance – contact Facilities & Security if you need assistance.
- Additional information is required for events in KH and/or chambers – please refer to documents available on the intranet:
 - Guidelines for General Events in Kings Hall
 - Guidelines for Dinner in Kings Hall
 - Guidelines for use of the House of Representatives and Senate Chambers
 - Guidelines for use of the house of Representatives and Senate Courtyards for events
- A floorplan is required for all KH and chamber events. It should detail any items brought into the space e.g. tables, chairs, stage, lighting etc.

WHO APPROVES YOUR EVENT

During Museum opening hours: KH/Chambers – Deputy Director; Other museum spaces/RA spaces/courtyards – Team EL2;

Outside Museum opening hours: KH/Chambers –Team EL2; Other museum spaces/RA spaces/courtyards – Team EL2;