



Booking Guidelines

The criteria for hosting functions, events or meetings within Parliament House is determined by the Presiding Officers. Parliament House is a work environment and these guidelines were established to ensure that the operations of the Parliament are not impeded.

Functions are planned and approved occasions in a designated “function” space where full catering services are provided; this includes food, beverages and service.

Events are planned occasions, generally involving larger groups and for longer periods than a meeting, and where self-serve catering trolleys are pre-ordered and placed in the room. Events can be held in the larger rooms such as a “party” room. Any meetings or events outside of standard building access hours are considered “after-hours events” and may incur an additional cost.

Meetings are held in one of the four meeting rooms. The room capacity determines the maximum guests and self-serve catering trolleys can be prearranged. Meeting room bookings are a maximum of two hours. Meeting rooms cannot be booked more than two weeks in advance. Where a meeting room is booked, a member of Parliament must attend the entire meeting.

1. Hosting at Parliament

- Functions at Parliament House of Western Australia must be of either Parliamentary (portfolio or constituency) or Executive Government in nature, and hosted by a current Member of Parliament (*the event organiser*). Functions may not be of a private or political nature.
- All function/event bookings are subject to approval by the Executive Manager Parliamentary Services and the Presiding Officers (the “approver”).
- Where there are multiple requests in the same area priority will be given firstly to the Presiding Officers, then to a parliamentary department, followed by Ministers and then backbenchers.
- Functions and/or events held at Parliament House cannot be used to fundraise.
- As facilities at Parliament House are limited, functions, events and/or meetings may be subject to specific requirements and/or restrictions to ensure that the operations of the Houses and Member(s) activities are not impacted.

2. Function/event/meeting hours

Parliament House is open from 8.00 am until 5.00 pm on non-sitting days and on sitting days until the last House is scheduled to rise. Functions, events and/or meetings held outside these times are treated as an “after-hours event”. Additional costs will apply to cover expenses such as building security and staffing when required. Facilities are not available on weekends.

3. Maximum Capacity of Function Areas

In accordance with occupational health and safety guidelines, guest capacities in all function spaces must be adhered to.

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| • <i>Courtyard</i> | <i>seated 100 guests, reception style 200 guests</i> |
| • <i>Members’ Dining Room</i> | <i>seated 100 guests, reception style 150 guests</i> |
| • <i>Members’ Dining Room & Centenary Room</i> | <i>seated 130 guests, reception style 200 guests</i> |
| • <i>Centenary Room</i> | <i>seated 32 guests, reception style 50 guests</i> |
| • <i>Swan Mace Room</i> | <i>seated 14 guests, reception style 20 guests</i> |
| • <i>Aboriginal Peoples’ Gallery</i> | <i>reception style 60 guests</i> |

The capacities indicated above are the maximum numbers allowed in the space. The function size may further be restricted by total building capacity, sitting day operational requirements and bookings in other areas of the building.

4. Meeting Rooms

Party meeting rooms (Liberal, Large and Small Caucus, National), LA Meeting Room and LC Members Lounge are booked independently of Parliamentary Services. Although the rooms are not booked through Parliamentary Services, the organiser must make arrangements in advance with Parliamentary Services for catering, room equipment and security access. Any meetings or events outside of standard building access hours are considered “after-hours events” and may incur an additional cost. Any meeting of 20 people or more is considered an event which requires name tags to be provided by the host/organiser.

5. Function/event bookings

- Function/event bookings should be made through the online booking form on POWAnet ([click here](#)) or Parliament’s website ([click here](#)).
- The Catering Manager will assess the booking against the criteria and seek relevant approvals, and liaise with the host member (the event organiser) regarding requirements.
- The member making the booking must have both a Parliamentary Refreshment Room (PRR) account and a direct debit authority at the time of booking.

6. Payment terms

- Costs must be charged to an existing Parliamentary Refreshment Room (PRR) account.
- No split bills/invoices will be issued.
- Payment of the PRR account is due the following month; otherwise interest charges will apply.



7. Quotations

Once a booking has been confirmed, the Parliament House Catering Manager will liaise with the event organiser to provide a detailed quotation. An indicative cost may be provided at the time of booking by the Catering Manager however, this is dependent upon menu choice, date and time of function and any equipment requirements.

8. Pricing and Surcharges

The pricing of a function/event is subject to the menu selected, duration of the event and staffing requirements. Please note that after-hour functions, events, or meetings that require staff to work outside their standard hours to set up/break down or provide security for a function (see 2) incur a higher staffing cost.

9. Food and Beverage Selection

The Parliamentary Refreshment Rooms can supply an extended selection of non-alcoholic and alcoholic beverages.

The menu and final beverage selection must be confirmed two weeks prior to the function. Functions with shorter lead times will need to be arranged between the event organiser and the Catering Manager.

10. Food Allergies

Catering should be advised of any food allergies ASAP and at least 2 days prior to the event. While every effort will be made to provide allergen-free food; Parliament cannot guarantee that unwanted food items will be completely absent.

11. Equipment Hire

Parliament House can provide a limited range of audio visual equipment at no cost, however staff labour costs to set up the equipment will be part of the function charge. Staging, sound and/or entertainment equipment is to be arranged with the Catering Manager at least 48 hours prior to the function. Alternatively, the event organiser may provide/arrange their own equipment subject to certain conditions. Please discuss this with the Catering Manager. Any associated hire cost and any damage or loss of equipment is the responsibility of the event organiser.

12. Confirmation of Arrangements

When function details including menus, room layouts and schedule of events are finalised, a copy of the Parliament House terms and conditions is to be signed, scanned and emailed to the Parliament House Catering Manager at functions@parliament.wa.gov.au.

13. Leftover Food Items

Parliament House will remove and dispose of all foodstuffs after functions.

14. Responsible Service of Alcohol

Catering staff reserve the right to refuse the service of alcoholic beverages if and when required.

15. Liability and Damage

Any damage to Parliament House fixtures and fittings by function guests will be charged to the event organiser.

16. Notice and cancellations

- Bookings for functions/events should be made not less than 2 weeks prior to the intended date.
- 48 hours' notice must be provided for any cancellation. Any cancellation after this time will incur either a partial or full charge of the quoted function/event price.

17. Function/event/meeting enquiries

Function enquiries should be directed to the Catering Manager on 9222 7399 or functions@parliament.wa.gov.au.

Meeting room bookings should be directed to receptionservices@parliament.wa.gov.au.



Organiser's Responsibility

18. Invitations

When a Member of Parliament hosts an event at Parliament House they are doing so with the permission of the Presiding Officers for their constituency or Ministerial portfolio. This means that the Member is the host and the invitation must reflect this. The organisation's logo can appear as a small non prominent banner/logo on the bottom of the invitation. The invitation should come from the Ministerial or Member's office and not the organisation. The RSVPs must be coordinated by the Ministerial or Member's office.

19. Final Attendance List and Numbers

The event organiser is to forward an attendees list to the Catering Manager one week prior to the event, with a final list to be forwarded no later than 2 business days before the start of the event.

Final guest numbers must be confirmed 2 business days prior to the function. This is the minimum number that will be charged on the day.

20. Responsible Person

The event organiser is to nominate a "responsible person" who must be in attendance the entire function until the last guest exits Parliament House. The member or a member's staff with an approved security access pass can be the responsible person. The responsible person is required to sign in at the main entrance security desk.

21. Restricted Areas

Event organisers are responsible for their guests and should advise guests to remain in the function area. It is not appropriate for guests to wander unaccompanied through the Parliament. The host is required to accompany their guests at all times within Parliament House. The Presiding Officers' corridors, Chambers, division lobbies, members and staff corridors including the LA and LC corridors adjacent to each Chamber are restricted areas and are not to be accessed by guests.

22. Name Tags and Guest Registration

The function/event organiser is to supply name tags for each of the attendees. If a meeting is 20 or more people, name tags are to be provided by the organiser. It is the function/event organiser's responsibility to register and hand out name tags to their guests prior to escorting the guests to the function/event area.

The function/event organiser is to provide people to assist with the meet, greet and ushering of their guests throughout the event including when leaving the building (one escort per 20 guests). These people are responsible for the coordination of the function/event and are required to sign in at least one hour before the event at the main entrance security desk for a briefing by the Catering Manager and to obtain access pass. This pass must be returned to the front security desk when exiting the building.

23. Security Screening

All guests of Parliament are required to enter the building via security at the Main Entrance of Parliament House.

24. Acknowledgement

Introductory remarks by the M.C. at the function should acknowledge the joint Presiding Officers' support in allowing the use of Parliament House for the function/event. **It should also indicate to attendees the finish time of the event and any requirements around attending the function/event and vacating the building within 15 minutes of the completion of the function/event.**

25. Photography

Photography outside Parliament House is permitted, including on the steps of Parliament House and the Sunken Garden. Photography and filming are not permitted in Parliament House, the Committee Offices or annexes (exceptions detailed below). This includes foyers and hallways, both Chambers, their division lobbies and galleries, Members' Lounge, Strangers' Lounge, Members' Dining Room, and the courtyard, without the express approval of both the Presiding Officers. The Presiding Officers may, at their discretion, allow photographs and filming to take place in the above areas under specific conditions. Generally, these conditions will include the requirement that the photographs and filming shall not:

- *Include persons without their approval.*
- *Offend against the dignity of the Parliament.*
- *Be used for the purposes of satire or ridicule.*
- *Be used for party political advertising, including election campaigns.*
- *Be used for commercial sponsorship or commercial advertising.*

A Presiding Officer needs to specifically approve the taking of photographs and filming in his or her respective Chamber. Members, however, may have photographs or film taken of themselves, with or without guests, in their Chamber on non-sitting days without seeking permission (refer to each House's Guidelines for Photography and Filming for specific conditions). Photography and filming of the artworks in Parliament House is not allowed without the permission of the Presiding Officers. This prescription does not include artworks appearing incidentally in the background of photographs or footage.

Exceptions to the areas where photography and filming are not permitted include:

- *On non-sitting days photography and filming are permitted in the Chambers (including their galleries)*
- *On sitting and non-sitting days photography is permitted in the John Forrest Foyer (main entrance).*
- *On sitting and non-sitting days Members are permitted to have photographs and film taken in their office, their party room, or a meeting room, or in front of the photographic backdrop screen located in the courtyard, without seeking permission. Members of the public may also have photographs and film taken in front of the photographic backdrop screen located in the Courtyard*



General Information & Conditions

26. Dress Code

Guests attending function/events at Parliament House should observe an appropriate dress standard. The function/event organiser and/or nominated responsible person is responsible for ensuring that their guests are appropriately dressed:

Members, staff and guests should present in business dress or in clothing that accords with religious or cultural customs. Denim clothes and sports shoes are not permitted.

27. Deliveries

Deliveries must be coordinated with the Catering Manager, and security procedures must be adhered to.

28. Car Parking

Guest parking is available in unreserved bays around Parliament House and in paid bays on Parliament Place.

29. Disabled Access

A ramp at the front of Parliament House facilitates wheelchair access. Parliament House has two lifts that connect its three floors. These are accessible from the Forrest foyer (ground floor), Edith Cowan foyer (1st floor) and Aboriginal Peoples' Gallery (2nd floor). Disabled access to the Library is via a chair lift at the northern library entry.

Universal toilet facilities are on the first floor, in the eastern corridor (front of the building) south of the Edith Cowan foyer.

30. Mobile Phones

Mobile phones should be switched to silent while in Parliament House, and must not be used in the dining room or Chambers.

31. Smoking Policy

Parliament House is a non-smoking building. Any person wanting to smoke must exit the building and move more than ten metres from Parliament House.

32. Culturally Sensitive Materials

Within Parliament House there are works of art and photographs containing images and names of deceased Aboriginal and Torres Strait Islander people. These items may cause sadness and distress to some viewers, particularly the relatives of these people.

33. Emergency Procedures / Evacuations

Parliament House's emergency procedures are managed by Security and Reception Services. All guests at Parliament House are required to follow direction from the Parliament House security team in the event of an emergency. After-hours events will require one security officer for the first 30 people, a second security officer is required for groups of 31-100 people, and a third officer is needed for events of 100-150 people.