



QUEENSLAND PARLIAMENT

EVENT GUIDELINES



WELCOME TO PARLIAMENT HOUSE

Thank you for your enquiry and consideration of Queensland Parliament House for your next event. Once an exclusive destination for Members of Parliament and dignitaries, we are proud to open our doors to the public and invite you to enjoy the stunning features our heritage building has to offer.

Please review the event guidelines and requirements outlined in this pack. Should you wish to proceed with your booking enquiry, please complete the **Approval Form** and relevant event details in order to progress your application.

Should you have any questions, please don't hesitate to contact our events team on 07 3553 6377 or function.bookings@parliament.qld.gov.au

Thank you for your interest in booking your event at Parliament House, Queensland.

In order to secure your booking, a short approval process is required. Please complete the below application form in order to progress your enquiry.

To complete the booking form digitally, please click [here](#)

CLIENT DETAILS

Nominated Responsible Person: (NRP)		Billing Information <i>If different from listed NRP</i>	
Name:		Name:	
Email:		Email:	
Mobile:		Mobile:	
Company/Organisation:			

EVENT DETAILS

Name of Event:			
Type of Event:			
Start Date:		End Date:	
Set up time/client arrival:			
Start of event:		End of event:	
Estimated number of guests:			
Room set up style:			
Proposed food & beverage requirements			
Brief overview of event details / who you are:			
How did you find out about the event spaces at Queensland Parliament?			

Please be advised upon approval of your event, Queensland Parliament terms and conditions, entry and registration requirements will be applicable.



NOMINATED RESPONSIBLE PERSON/S (NRP)

The nominated responsible person (NRP) is the key onsite contact for your function.

You will be required to nominate 1-2 representative/s and supply a mobile number for each person.

The NRP responsibilities and duties include:

- Check in with security/registration to notify them of arrival
- Manage registration desk for the duration of the arrival of your guests and escort them to your designated function room (you may have additional volunteers assisting you).
- Manage delegate/guest behaviour whilst onsite and ensure all security and WHS procedures and directions are followed

APPROPRIATE USE OF MEETING ROOMS & VENUES

All events and activities hosted within the Parliamentary precinct must:

- Be consistent with the values of the Parliament and must not generate a reputational risk for the institution.
- Must be considerate of the heritage value of the building and its rooms, fittings, fixtures and furniture.
- Comply with Responsible Service of Alcohol requirements.
- Comply with all relevant Work Health & Safety standards.
- Comply with all security measures employed by the Parliament and any considerations resulting from the Parliament's public liability.
- Should observe an appropriate dress standard. Guests wearing t-shirts, thongs, singlets or provocative or offensive attire may be refused entry.

FOOD & BEVERAGE SUPPLY/SERVICE

Self-catering of food or beverages for events within the Parliamentary precinct is NOT permitted.

Parliamentary Catering is responsible for all food served within the Parliamentary precinct to ensure that food safety standards for production and transportation are followed. Special dietary requirements for events can be coordinated with Parliamentary Catering.

Own supply of alcohol may be approved by Parliamentary Catering, subject to a corkage charge or staffing fee, to cover cost of service and glassware normally incorporated in beverage pricing.



1 SECURITY SCREENING

All visitors to Parliament Buildings are required to undergo screening. The screening process provided by the Parliamentary Service Security team ensures a safe and protected environment is maintained. Guests will be required to walk through security screening similar to airport departures.

2 GUEST REGISTRATION

Events at Parliament receive a dedicated registration desk for your guest arrival. All guests will be directed to this desk to sign in. They will register using iPads via our electronic visitor management system - SINE. This is a fast and simple process. A finalised guest list will be required prior to your event.

3 NAME TAGS

The electronic system will automatically print guest name tags. It is a requirement to ensure guest name tags remain visible whilst onsite.

Should you wish to provide custom name tags for your event, please speak with your event co-ordinator.

4 PHOTO ID

You will be required to present your ID & name tag to an authorised Parliamentary Officer for confirmation of registration. Acceptable forms of Photo ID include:

Driver's licence | Passport | Student card | Proof of age or photo ID issued by AU Government

Please note; children under the age of 16 do not require photo ID, however do need to be escorted by a guardian whilst onsite.

If you have questions regarding acceptable forms of ID, please speak with your event co-ordinator.

Please allow the below times for guest registration when planning your event.

<20 guests	15 minutes
<50 guests	15-30 minutes
50-100 guests	30-45 minutes
100-200 guests	45 minutes -1 hour
200+ guests	Staggered arrival suggested

Visitor entry instructions video below:
<https://www.youtube.com/watch?v=HjZL2m87AoM>



ENTRY LOCATION

Parliamentary Annexe

69 Alice Street,

Cnr of William & Alice Street

Brisbane CBD

Parliament House is located at the corner of George and Alice Streets, next to QUT Gardens Point. The main entrance into the precinct is located at 69 Alice Street via the Parliamentary Annexe.

PUBLIC TRANSPORT

10 minutes walking distance of the Gardens Point Ferry terminal and a number of bus stops on Alice and George Streets.

More information about Brisbane public transport is available by calling Translink on 13 12 30 or visiting their website at www.translink.com.au

CAR PARKING

During business hours (8am-5pm) no car parking is available onsite.

After 5pm, limited parking may be available for evening and weekend functions subject to prior approval.

Metered parking is available in surrounding streets. A number of public car parking stations are also located within walking distance.

MOBILITY ACCESS

Visitors with mobility access requirements may be set down in the forecourt of the Annexe. The driver must remove the vehicle from the forecourt as soon as the drop-off or pick-up is complete.

There is limited disability parking onsite, for any enquiries please contact carparking@parliament.qld.gov.au

BUS & COACHES

No large coaches/buses are to enter the Parliamentary Annexe forecourt. Coach drivers should be directed to use the designated bus parking areas within the CBD and are responsible for locating these areas from the Brisbane City Council.

Smaller coaches such as minibuses or vehicles with a maximum vehicle length of 7.5 metres may enter the Annexe forecourt and use the "set down" area.



HOUSEKEEPING

SMOKING / VAPING

Smoking is NOT permitted on the Parliamentary precinct.
The designated smoking area is outside the Parliamentary Annexe entrance to the left

TOILETS / RESTROOMS

The nearest restrooms to your designated function space will be explained on the day to your nominated responsible person/s.

WELCOME TO COUNTRY

Queensland Parliamentary Service is continuing its Reconciliation journey by developing an Innovate Reconciliation Action Plan. The below is the suggested acknowledgement of country for use in event proceedings.

*I'd like to start by acknowledging the traditional owners on the land on which we meet and **learn/gather/celebrate** today. I pay my respect to elders past, present and First Nations people in the State of Queensland and acknowledge Aboriginal and Torres Strait Island peoples as the Traditional Owners of the land and seas.*

EMERGENCY EVACUATION

In the event of an emergency please follow the directions of the Parliamentary Staff. Upon arrival, you will receive an emergency evacuation briefing sheet that outlines the procedures and evacuation tones.

We have 2 alarm tones that will sound, the first is an alert tone only, please stay in place while security investigate, the second is an evacuation tone and all guests should immediately evacuate via the closet exit (location to be demonstrated).

DIVISION BELLS

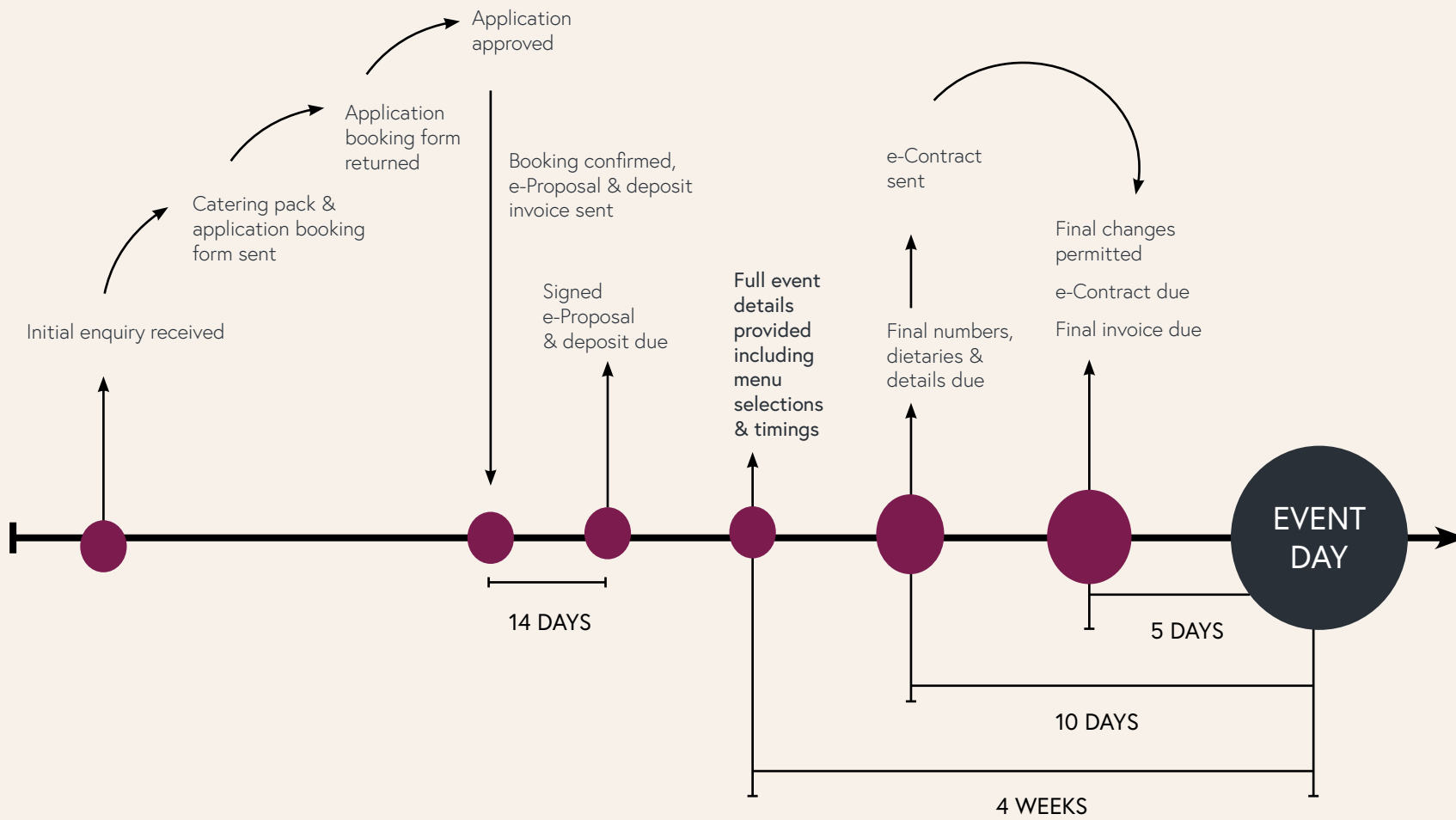
On occasion, you may hear the division bells during a parliamentary sitting week, these are to call the Members of Parliament to the Chamber in the event of a vote and do not require any action from visitors.

NAME TAGS

Please ensure that your guests have name tags on their person at all times, especially when leaving the event space.

DIETARY REQUIREMENTS

Please inform a member of staff if you have a special dietary requirement and they will assist.





CONTACTS

SALES OFFICE 07 3553 6386 OR 07 3553 6377

EVENT SUPERVISOR 07 3553 6373

*ANY OPERATIONAL REQUESTS / ON THE DAY REQUIREMENTS.

SECURITY 07 3553 6488

EMERGENCY 07 3553 6666 OR 000