



APH Catering & Events

EVENT BOOKING REQUEST FORM

Formal approval is required for all requests to use Australian Parliament House (APH) venues. This form should be completed and emailed to aphevents@aph.gov.au. Events are subject to the Event Terms and Conditions.

A booking is not approved until APH Catering and Events issues a deposit invoice, and the deposit is paid.

By completing and signing this event booking request you accept the APH Catering and Events terms and conditions and confirm that the event is not for the purpose of political fundraising.

- Please tick here to accept the APH Catering & Events terms and conditions
- Please tick here to confirm that the event is not for the purpose of political fundraising

Signature			
Name			
Organisation			
Event details			
Client			
Event title/purpose			
Event date(s)		Number of attendees	
Venue(s) requested			
Setup commence time		Pack-down conclude time	
Function commence time		Function conclude time	
AV provider details		Loading dock required	
Entertainment details			
Catering details <i>Morning/afternoon tea, cocktails, plated courses</i>			
Room set up required <i>Theatre, cocktail, banquet</i>			
Parliamentarians will be in attendance <i>If yes, please provide details</i>			
The event will be advertised and/or ticketed <i>If yes, please provide details</i>			
A film will be screened <i>If yes, please provide details of the film content</i>			

Contact details of event organiser

Event organiser		Phone	
Email		Mobile	
Address			
City		A professional events/conference coordinator is managing the event	
State & postcode		Coordinator name:	

Billing details

Billing contact		Phone	
Email address		Mobile	

Information sharing

The Department of Parliamentary Services (DPS) may need to advise occupants of upcoming events in APH where there may be impact on normal operations. Please confirm your agreement below:

I consent to information about the company name, event name, venue, type of event, timing and number of guests attending this event being provided to DPS to inform APH occupants.

Insurance

Tier 3 Events are required to hold \$10 million in public liability insurance

Insurance attached

No insurance required; as advised by APH Events

Filming and photography

Photography (private or official) <i>If yes, please provide details</i>		
Live broadcasting <i>If yes, please provide details</i>		
Filming <i>If yes, please provide details</i>		
Radio <i>If yes, please provide details</i>		

Other:

Please tick as appropriate:

All media coverage, filming or photography will be contained *within* the function venue

Media coverage, filming or photography is also required *outside* of the function venue
(If ticked, a separate 'Filming and Photography Request' form must be completed to seek Presiding Officers approval)

Media filming and photography Declaration

I have read and understand the [Rules for media related activity in Parliament House and its precincts](#).

Please return completed form to aphevents@aph.gov.au