

Guidelines on events at the Supreme Court of Victoria

Use of Court facilities



Purpose of these guidelines

1. The purpose of these guidelines is to provide a mechanism and basis for the Court to determine when and on what terms it is appropriate for Court facilities¹ to be used for events.

Requests for use of the Supreme Court facilities

2. In order for the Court to consider a request to use its facilities for an event an [Event Application Form](#) must be completed.
3. Consideration will be given (not exclusively) to the following factors:
 - a. the purpose of the event
 - b. whether a commercial benefit will be gained by the external organisation
 - c. the type/work of the organisation, and
 - d. whether there is a relevant connection to the Supreme Court, the work of the Court, the legal profession or legal education.
4. The event organiser will be notified in writing of the outcome of a request.
5. To minimise disruption to the Court's business generally only one event per week will be permitted to use the Court's facilities.

Fees and charges

6. Cost recovery charges and a fee will apply for use of facilities, generally:
 - a. All direct and indirect overhead costs will be recovered by a cost recovery fee to cover the costs of security, staff, maintenance, wear and tear, utilities and services.
 - b. An additional \$1,500 (plus GST) applies to events held in the Supreme Court Library, which contributes to the preservation of the heritage facilities to ensure the ongoing enjoyment of users now, and in the future.

¹ *'Facilities' means any resources controlled by the Supreme Court of Victoria including the Supreme Court Library and its environs, courtrooms, the Barak room, and mediation rooms.*



7. The cost recovery fee takes the form of an hourly rate (or part thereof) and is charged at rates variable for the use of facilities on weekdays and weekends. The following rates are excluding GST:
 - Weekday: \$213.79 per hour
 - Saturday: \$291.64 per hour
 - Sunday: \$388.84 per hour

Conditions

8. The primary use of the Supreme Court Library is that of a library, not a function centre. Accordingly, in order to minimise disruption to library users where possible, events should not commence before 6pm.
9. The Court's facilities are to be respected and event organisers are responsible for the behaviour of guests for duration of the event.
10. The use of signage, corporate banners, photography and filming requires the prior permission of the Court. Approval must be sought, and an outline of the proposed signage and/or banner, or intended use of photos/filming included in the event application form.
11. The Essoign Club is the preferred caterer in the secure spaces of the Court.

How to apply

10. A completed [Event Application Form](#) is to be sent to:

Events and Functions
Communications and Engagement
Supreme Court of Victoria
210 William Street
Melbourne VIC 3000
commsengage@supcourt.vic.gov.au