**Requests for use of Supreme Court facilities**

For the Court to consider a request to use its facilities for an event, please review the following terms and conditions and submit a completed application form (below).

Consideration will be given (not exclusively) to the following factors:

* 1. the purpose of the event
	2. whether a commercial benefit will be gained by the external organisation
	3. the type/work of the organisation
	4. whether there is a relevant connection to the Supreme Court, the work of the Court, the legal profession or legal education
	5. why the event needs to be held at the Court, and
	6. the existing operations/work of the Court.

 **Terms and conditions**

1. The primary use of the Supreme Court’s facilities is that of a court, not a function centre. Accordingly, in order to minimise disruption to Court users where possible, events should not commence before 5pm.
2. Events are required to conclude by 7pm.
3. All visitors are required to pass through security screening upon arrival at the Court.
4. The Court’s facilities are to be respected and event organisers are responsible for the behaviour of guests. A nominated member of the organisation must remain until the departure of all guests.
5. It is a requirement that event organisers provide an adequate number of staff to assist with their function. As a heritage building, the Supreme Court can be difficult to navigate, and extra hands may be needed to assist with directing guests.
6. The display of signage and corporate banners, and photography and filming require the prior permission of the Court.
7. Event organisers need to arrange all cutlery, crockery, glasses and linen and catering equipment for their event. The Essoign Club is the Court’s preferred caterer.
8. The Court is a secure facility, and a fee may apply for events that require additional security staff to be in attendance.

**Fees and charges**

Overhead costs for use of the Court’s facilities will be recovered by a **cost recovery fee** to cover the costs incurred by the Court in hosting the event. Fees are charged from thetime of access to the time of departure. The cost recovery fee takes the form of an hourly rate:

* + Weekday: $231.37 per hour (+ GST)
	+ Saturday: $317.06 per hour (+ GST)
	+ Sunday: $422.75 per hour (+ GST)

Please note that events in the Law Library will incur a 25% loading on top of the above rate.

An additional fee may also be levied if the Court determines that additional security staff are required based on the nature of the event.

**Application for use of Supreme Court facilities**

For enquiries and to submit the event application form, please contact Jennifer Flack, Events and Communications Coordinator, Supreme Court of Victoria, 0417 463 221 or commsengage@supcourt.vic.gov.au.

|  |  |  |
| --- | --- | --- |
| **Contact name:**  | **Telephone:**  | **Email:**  |
| **Company/organisation**:      |
| **Event name:** **Overview**: *Please outline the purpose of this event, the type/work of your organisation and whether there are any commercial benefits gained from this event.*  |
| **Attendees:** *Please provide detail about any expected special guests, VIPs, senior officials, judicial officer, members of the media etc expected to be in attendance* |
| **Date of event**:        |
| **Event start** time:       | **Event finish time:**  |
| **Access** time:  | **Departure time:** |
| [ ]  Do you intend to display a banner or signage? *Please provide details:*       |
| [ ]  Will there be photography/filming? What is their intended use? *Please provide details:*       |
| **LOCATION**  |
| **1. Banco (Court 1)** [ ]  Number of attendees       *capacity\* 240 people (seating/standing)***2. Supreme Court Library** [ ]  Number of attendees       *capacity\* 160 (standing); 80 (seated)***3. Barak Room** [ ]  Number of attendees       *capacity\* 40 (theatre); 45 (standing); 20 (board tables)***4. Other** (*please specify*) [ ]        Number of attendees      *\*Capacity limits are subject to change in line with COVIDSafe requirements.* |
| **Room set-up**: *Please include information about room set-up and facilities required such as internet access, seating plans, or a lectern, speakers, microphone.*       |
| **CATERING** |
| **Will the event be catered?**  | **YES** [ ]  | **NO** **[ ]**  |
| **Type of catering**:       |
| **Caterer’s name and contact details** *(the Essoign Club is the preferred caterer at the Court)*:       |