**Requests to host an event at the Supreme Court**

The primary use of the Supreme Court’s facilities is for the conduct of Court business. Before submitting a request to host an event at the Supreme Court, please familarise yourself with the following information.

In considering requests to use Court facilities for an event, consideration will be given (not exclusively) to the following factors:

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

 **Requirements on events held at the Court**

The Court’s usual hours of operation are Monday to Friday; it is not open on weekends.

1. To minimise disruption to Court users, events should not commence before 5pm.
2. Events are to conclude by 7pm.
3. All guests must pass through security screening before being admitted to the Court.
4. Organisations permitted to use Court facilities for events are responsible for the behaviour of guests. A nominated member of the organisation must remain until all guests have departed.
5. Organisations must 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. All cutlery, crockery, glasses, linen and catering equipment for catered events must be supplied by the organisation holding the event. The Essoign Club is familiar with the Court’s working environment – and preferred for catered events at the Court.

**Fees and charges**

All overhead costs incurred by the Court in allowing an organisation to host an event onsite will be recovered by a **cost recovery fee**. Fees are charged from thetime of access to the time of departure.

The cost recovery fee takes the form of an hourly rate $231.37 per hour (+ GST).

* Events held in the Law Library will incur a 25% loading on this rate.
* The Supreme Court is a secure facility; if the Court determines that additional security staff are required for an event, the cost recovery fee will be recalculated and issued to the organisation.

**Request to hold an event at the Supreme Court**

For enquiries and to submit a request to hold an event at the Court, please complete the following form and contact Jennifer Flack, Events and Communications Coordinator, Supreme Court of Victoria, 0417 463 221 or commsengage@supcourt.vic.gov.au.

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| **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 attendees, including any expected special guests, VIPs, senior officials, judicial officer, members of the media and so forth who will be invited* |
| **Date of event**:        |
| **Event start** time:       | **Event finish** time**:**  |
| **Access** time:  | **Departure** time: |
| **Further information:** *Any further information you would like to note regarding this event*  |
| [ ]  Do you intend to display a banner or signage? *Please provide details:*       |
| [ ]  Will there be photography/filming? *Please outline their intended use:*       |
| **FACILITIES**  |
| **1. Banco (Court 1)** [ ]  Number of attendees       *capacity\* 150 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       |
| **Requirements**: *Please include information about room set-up and facilities required such as internet access, seating plans, a lectern, speakers, microphone*       |
| **CATERING** |
| **Will there be catering?**  | **YES** [ ]  | **NO** **[ ]**  |
| **Type of catering**:       |
| **Caterer’s name and contact details** *(please note, the Essoign Club is the preferred caterer at the Court)*:       |