

# Event Application Form

## Events at the Supreme Court of Victoria



### SECTION 1

#### EVENT DETAILS

<b>Your organisation's name:</b>			
<b>Contact name:</b>	<b>Telephone:</b>	<b>Email:</b>	
<b>Event name:</b>			
<b>Date of event:</b>			
<b>Weekday</b> <input type="checkbox"/>		<b>Weekend</b> <input type="checkbox"/>	
<b>Event Start time:</b>	<b>Event Finish time:</b>	<b>Event Start time:</b>	<b>Event Finish time:</b>
<b>Access time:</b>	<b>Departure time:</b>	<b>Access time:</b>	<b>Departure time:</b>
<p><b>Connection to the Court:</b> <i>Please outline the purpose of this event, the type/work of your organisation and whether commercial benefit will be gained from this event. Also, provide an outline of your organisation's relevant connection to the Court, the legal profession or to legal education (refer <a href="#">Guidelines on the Use of Supreme Court Facilities</a>).</i></p>			
Is your organisation: <b>Commercial</b> <input type="checkbox"/>		<b>Not for profit</b> <input type="checkbox"/>	

#### VENUE

**A cost recovery fee and/or a Library fee will apply for use of Court facilities (see SECTION 2)**

<b>Banco (Court 1)</b> <input type="checkbox"/> Capacity: 240 max <i>(seating and standing)</i>	Expected number of attendees
<b>Supreme Court Library</b> <input type="checkbox"/> Capacity: 160 max <i>(available from 6pm to 7.30pm weekdays)</i>	Expected number of attendees
<b>The Barak Room</b> <input type="checkbox"/> Capacity: 40 max <i>(theatre style seating)</i> 60 standing 20 around board tables	Expected number of attendees
<b>Other (please specify)</b> <input type="checkbox"/>	Expected number of attendees

**Room set-up requirements:** *Please include information about room set up and facilities required such as internet access, television/DVD, seating plans, or a lectern.*

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## CATERING

The Court's preferred caterer is Essoign Club (see SECTION 2)

Will the event be catered? YES  NO

Type of catering:

Caterer's name and contact details:  
(organisation to arrange directly)

## OTHER REQUIREMENTS

Do you intend to display a banner or signage?

Details:

Will there be photography within the Court complex? \*

Details:

Will the event involve any video recording? \*\*

Details:

Will the media be invited or in attendance?

Other (please specify):

\* Banners of a commercial nature and any photography require prior permission of the Supreme Court.

\*\* Permission is required. Fees may apply for recording that uses Supreme Court facilities.

Acceptance of conditions of use

On behalf of the organisation, I have read and understand the conditions contained in SECTION 2 of this *Event Application Form*. All relevant information required for this event is provided on behalf of my organisation.

## SECTION 2

**Important:** The following information must be read in conjunction with the [Guidelines on the Use of Supreme Court Facilities](#) on the Supreme Court website, before submitting this Event Application Form.

### Events at the Court

The finish time nominated on this application form must be adhered to. On weekdays, this is no later than 7.30pm. A nominated member of your organisation must remain until the last guest leaves, and is responsible for the behaviour of guests at all times.

All visitors to the Court must pass through security check points. If you expect a large number of guests, please ensure they arrive with plenty of time to pass through security before your event begins.

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It is a requirement that you provide an adequate number of staff to assist with your function. The Supreme Court building can be difficult to navigate. In particular, you may need people to usher and direct guests around the precinct, or provide a waiting service at catered events.

### Fees

Fees for an event will be charged for use of Supreme Court facilities (refer to [Guidelines on the Use of Supreme Court Facilities](#)).

Fees are charged from the **time of access** to the **time of departure**. Generally, a **cost recovery fee** and an **additional fee for use of the Library** will apply. If required, the Supreme Court's Events and Functions Coordinator can provide an estimate.

### Catering

The Supreme Court does not provide catering. Rather, it has a preferred supplier – the Essoign Club – for events in the secure areas of the Court.

Contact: Essoign Club on telephone (03) 9225 6748 or via email [essoign@vicbar.com.au](mailto:essoign@vicbar.com.au).

The event organiser will need to arrange all cutlery, crockery, glassware and linen as well as all other catering equipment.

**Send application to:** Events and Functions  
Communication Services  
Supreme Court of Victoria  
Level 4/436 Lonsdale Street  
Melbourne VIC 3000  
[commservices@supremecourt.vic.gov.au](mailto:commservices@supremecourt.vic.gov.au)  
Tel: (03) 9603 9343 / 0417 463 221