



## Use of Government House Ballroom

Events in the ballroom are considered on a case-by-case basis. Events held in the Ballroom by external organisations reflect on the Governor and Government House, as such all events plans and proceedings are subject to final approval by Government House. Organisations are responsible for ensuring that the dignity, special character of Government House and the Government House brand is maintained.

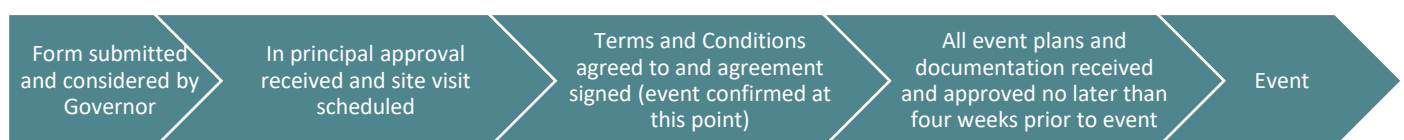
### Responsibilities of the Organisation

- Provision of event documentation including:
  - Event run sheet and site plan
  - Emergency Evacuation, Risk Management, First Aid and Waste Management plans
  - Relevant Licenses (Liquor, APRA/PCRA etc) and Public Liability Insurance
  - COVID Management Plan
- All costs associated with the event, including but not limited to, food and beverage provisions, furniture hire, AV and lighting, and rubbish removal
- Provision of a licensed security guard at each access point for the duration of the function
- Provision of a responsible officer of the organisation to be present on site anytime access is required
- Provision of an event signage plan for approval by Government House – only discreet signs are permitted and promotional material should not be distributed during the event.

### Responsibilities of Government House

- Provision of an Events and Engagement Officer to assist with event organisation and compliance requirements
- Coordination between organisations sharing facilities on successive days
- Advice from Ballroom Supervisor in regards to appropriate use of the Ballroom including conditions for set up/pack up and access
- Provision of one Government House staff member to supervise the event
- Approval of all event plans and documentation

## Booking Process



## Conditions

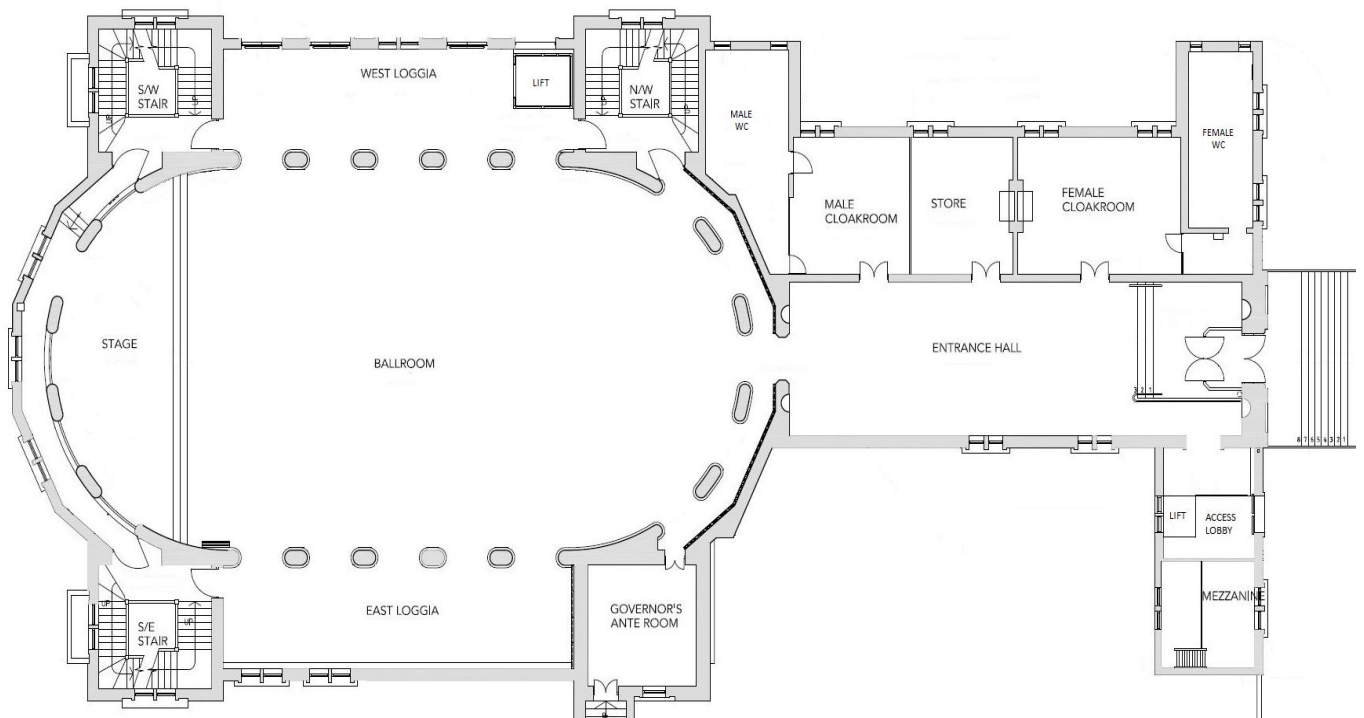
Detailed terms and conditions are discussed and agreed upon during the site visit following the approval of your request.

## Ballroom Capacity

Rooms	Measurements (metres)	Square Metres	Standard Capacity	Maximum Capacity 4sqm rule	Maximum Capacity 2sqm rule
<b>Ballroom</b>	24.5 x 14.5	355.25	Reception – 450 Theatre Style – 380 Banquet (round tables) – 260	88	177
<b>Ballroom Foyer</b>	15.5 x 6	93	Reception – 60	23	46
<b>Supper Room</b>	30 x 7 in between pillars	210	Reception – 350 Theatre Style – 200 Long Table – 70	52	105

# Floor plans

## Ballroom and Foyer



## Supper Room

