

## Venue Management

(to be completed and kept on file at school)

*It is in the nature of the functioning of our State Parliament that circumstances can change at short notice and may require the cancellation/alteration of your booking*

Name of School: \_\_\_\_\_

Proposed Date of Visit: \_\_\_\_\_

Estimated Number of Students: \_\_\_\_\_

Year Level: \_\_\_\_\_

Estimated Number of Adults: \_\_\_\_\_

### Section B

#### Facility / Venue Details

Name of Venue: Parliament House Perth  
Address : Harvest Tce, Perth WA 6000

Contact Person : James Sollis  
Telephone: 08 9222 7829  
Fax: 08 9222 7865

I have noted the details listed above for your school's proposed excursion to this facility/venue and have authority to provide the following information:

Parliament House is able to accept the proposed booking on the agreed date and time, and can accommodate the number and age of the students.

YES

NO

The duty manager at the time of the excursion will be the *Parliamentary Education Officer*

Have other bookings been/will be taken for our same time period?

YES

NO

The Parliamentary Education Office manages the number of students and other education office visitors on site at any one time (maximum is 150).

How many Parliamentary Education Office staff will be on duty during the period of our excursion? **ONE**

Who will be responsible for the provision of first aid services?

Venue

School

I have attached copies of Parliament House guidelines and policies relevant to your excursion, including:

- The facility / venue's emergency action plan, including centre and school roles and responsibilities;
- Supervision and behaviour guidelines; and
- Insurance cover Certificate of Currency (if requested).

I undertake to immediately inform the school of any change to this information at the time of their arrival at Parliament House.

Name : James Sollis  
Position: Parliamentary Education Officer  
Date: 1 February 2011