



OFFICIAL ESTABLISHMENTS CHARITY EVENTS PROGRAMME

CONTENTS

CONTENTS.....	1
ABOUT THE PROGRAMME	2
HOW DO I APPLY?	2
HOW WILL MY APPLICATION BE PROCESSED?	2
HOW WILL I KNOW IF MY APPLICATION HAS BEEN SUCCESSFUL?.....	2
1. INFORMATION TO USE KIRRIBILLI HOUSE OR THE LODGE FOR A CHARITY EVENT	3
EVENT LOCATIONS, TYPES, CAPACITIES AND INCLUSIONS	3
COSTS.....	4
EVENT EQUIPMENT AND DÉCOR	4
SECURITY.....	4
CANCELLATION	4
2. INFORMATION REQUIRED FROM THE CHARITY IF THE APPLICATION IS SUCCESSFUL	5
a. AGREEMENT FOR USE	5
b. PUBLIC LIABILITY INSURANCE	5
c. INVITATION AND GUEST LIST	5
d. EVENT SET UP AND PACK DOWN RUNSHEET	6
e. EVENT RUNSHEET	6
f. CATERING REQUIREMENTS.....	6
g. MEDIA PLAN.....	6
h. FIRST AID.....	6
3. DEFINITION OF A CHARITY EVENT	7
4. APPLICATION TO USE KIRRIBILLI HOUSE OR THE LODGE FOR A CHARITY EVENT	8

ABOUT THE PROGRAMME

The Official Establishments Section in the Department of the Prime Minister and Cabinet (PM&C) manage the Official Establishments Charity Events Programme (the Programme).

The Programme is designed to provide an opportunity for Australian Charities to use Kirribilli House or The Lodge for fundraising events where all profits from the event go towards a registered Australian charity or charitable project.

All costs incurred by the Commonwealth for goods and services for the event will be recovered from the charity by the Official Establishments Section.

Under the Programme up to 15 events between Kirribilli House and The Lodge will be held each calendar year.

Kirribilli House and The Lodge are not available for political fundraising, hire or use for commercial purposes. They are Commonwealth heritage listed properties and do not have the full functionalities of commercial premises.

HOW DO I APPLY?

Applications may be submitted at any time.

Please read the following information before applying:

1. [Information to use Kirribilli House or The Lodge for a Charity Event](#)
2. [Information required from the Charity if the application is successful](#)
3. [Definition of a Charity Event](#)

Complete the form:

4. [Application to use Kirribilli House or The Lodge for a Charity Event](#)

You can complete the form online at:

<https://www.dpmc.gov.au/official-establishments-charity-events-programme/official-establishments-charity-event-application>

Or you can send the completed form to the Official Establishments Section:

via email: charityevents@pmc.gov.au
or via post : The Official Establishments Charity Events Programme
Official Establishments Section
Department of the Prime Minister and Cabinet
PO Box 6500
CANBERRA ACT 2600

For further information email charityevents@pmc.gov.au or call 02 6271 6222.

HOW WILL MY APPLICATION BE PROCESSED?

The Official Establishments Section will process the application within a reasonable time of receiving it.

The Official Establishments Section will evaluate the application in the following way:

- in consultation with the Prime Minister's Office
- against the criteria at Definition of a Charity Event, the charity event must meet one or more of criteria A. and none of criteria B.
- availability of Kirribilli House or The Lodge
- priority will be given to applicants which have not previously held charity events at Kirribilli House or The Lodge

HOW WILL I KNOW IF MY APPLICATION HAS BEEN SUCCESSFUL?

The Official Establishments Section will inform all applicants of the outcome.

1. INFORMATION TO USE KIRRIBILLI HOUSE OR THE LODGE FOR A CHARITY EVENT

EVENT LOCATIONS, TYPES, CAPACITIES AND INCLUSIONS

SITE VISIT		
<p>If the application is successful, the organisers of the charity event can conduct a site visit to Kirribilli House or The Lodge at a date and time convenient to the House Managers.</p>		
LOCATION/S		
<p>The Charity will have exclusive use of designated indoor and outdoor areas of Kirribilli House or The Lodge, as agreed with the House Manager, for the agreed time of the event.</p>		
KIRRIBILLI HOUSE AND THE LODGE		
EVENT TYPE	SUGGESTED EVENT TIMING*	CAPACITY
Stand up Morning Tea	10:00 am - 12:00 pm	120 guests maximum (marquee recommended for events over 100)
Stand up Afternoon Tea	2:30 pm - 4:30 pm	120 guests maximum (marquee recommended for events over 100)
Stand up Reception	6:00 pm - 8:00 pm	120 guests maximum (marquee recommended for large events 100)
KIRRIBILLI HOUSE EVENT INCLUSIONS LIST	THE LODGE EVENT INCLUSIONS LIST	
<ul style="list-style-type: none"> • Glassware: up to 120 guests • Crockery/cutlery: up to 100 guests, for stand up events only • 10 high tables with black or white lycra covers • 28 white folding chairs • Tea light candles for evening events • Toilets: There are two internal toilets for guest use (these toilets do not have disability access) • Parking: There is no onsite parking and limited street parking 	<ul style="list-style-type: none"> • Glassware: up to 100 guests • Crockery/cutlery: up to 100 guests, for stand up events only • 6 high tables with black covers • Garden area: 3 glass square tables • Courtyard Area: 2 glass rectangle tables, 2 umbrellas, 12 chairs • Toilets: There are two internal toilets for guest use (one of these toilets has disability access) there are three external toilets for guest use (one has disability access) • Parking: There is no onsite parking, and limited street parking 	

*Event timings can be tailored in consultation with the Official Establishments Section.

COSTS

All costs incurred by the Commonwealth for goods and services requested by the charity for the event will be recovered from the charity by the Official Establishments Section. Examples include: catering, wait staff, event equipment and audio hire, audio technical support, flowers and other event décor.

Where agreed, the Official Establishments Section will meet the reasonable costs of electrical power and water usage. The charity must meet the cost of repairing any damage to Kirribilli House or The Lodge buildings, fixtures, fittings or grounds caused by suppliers, employees or guests during the set up for the event, the duration of the event, and pack down of the event.

EVENT EQUIPMENT AND DÉCOR

EQUIPMENT:

The charity is responsible for the hire, delivery and payment of event equipment outside of the inclusions list.

Examples include:

- marquees
- audio/visual equipment and technical support
- staging and lectern(s)
- extra furniture
- flags and flag poles
- heaters
- mobile fridges (for larger functions)
- portable toilets (for larger functions at Kirribilli House)
- flowers
- event décor

SECURITY

ACCESS TO KIRRIBILLI HOUSE OR THE LODGE:

All access requests must be submitted via email to the Official Establishments Section for approval. The Australian Federal Police control physical access and patrol the grounds of Kirribilli House and The Lodge.

The charity must adhere to strict confidentiality in relation to any matters involving the Prime Minister, Kirribilli House or The Lodge security arrangements and all other matters related to the operations of Kirribilli House or The Lodge.

CANCELLATION

The Official Establishments Section reserves the right to cancel the event if serious security issues, extreme weather or the Prime Minister's programme adversely affect the operations of Kirribilli House or The Lodge. Wherever possible this notice will be provided with at least 24 hours' notice.

2. INFORMATION REQUIRED FROM THE CHARITY IF THE APPLICATION IS SUCCESSFUL

If the application is successful the charity is required to send the following information to the Official Establishments Section prior to the event:

INFORMATION REQUIRED	TIME FRAME
a. Signed Agreement for Use	At least 1 month before the event
b. Public Liability Insurance	At least 1 month before the event
c. Invitation and Guest List	At least 2 days prior to the event
d. Set Up/Pack Down Runsheet	At least 5 days prior to set up
e. Event Runsheet	At least 5 days prior to the event
f. Catering Requirements	Confirmation of menu items at least 7 days prior to the event Confirmation of final numbers for catering at least 5 days prior to the event
g. Media Plan	At least 5 days prior to the event
h. First Aid Plan	At least 5 days prior to the event

a. AGREEMENT FOR USE

The charity is required to sign an Agreement for Use, agreeing to the terms and conditions to use Kirribilli House or The Lodge under the Programme, which will be provided by the Department.

b. PUBLIC LIABILITY INSURANCE

The charity is required to provide a copy of their public liability insurance in an amount of no less than \$10 million for the event and for the contractual arrangements with any suppliers or sub-contractors.

c. INVITATION AND GUEST LIST

INVITATIONS: The charity is required to provide a copy of the advertisement, invitation or ticket for the event to the Official Establishments Section for approval prior to release.

It is important that the following information is included on advertisements, invitations or tickets:

- admittance to the event is by invitation or pre-purchased ticket only
- photo identification must be shown on arrival for admittance to the event
- there is no parking on-site and limited street parking
- invitation or ticket is non-transferable

GUEST LIST:

The charity is required to provide a list of all persons attending the event, including the following information:

- first name
- last name
- designation/role
- organization
- preference is for the list to be in alphabetical order by last name, or in a document that can be manipulated into alphabetical order

A designated representative from the charity must be in position at the gates of Kirribilli House or The Lodge to manage the arrival of all guests. **All attendees must show photographic identification on arrival** and their name must be on a runsheet or guest list to be admitted into Kirribilli House or The Lodge. The charity is responsible for confining guests to the agreed designated areas for the event.

d. EVENT SET UP AND PACK DOWN RUNSHEET

The charity is required to provide a copy of a runsheet with the details of the set up and pack down of the event including the following:

- date and timing of the action during set up or pack down
- the name and company of the person(s) involved in the action
- the mobile number of the person(s) involved in the action
- a description of the delivery items and the location of the set up or pack down
- a description of the access required, foot or vehicle, for the action
- include the registration number of the vehicle if access is required to drive into the ground to drop off or pick up goods

e. EVENT RUNSHEET

The charity is required to provide a copy of a runsheet with the details of the event including the date, time, action, location and person responsible for the action, for the following:

- time of arrival and departure of all attendees
- time and location for catering
- time and location of speeches
- time and location of media movements
- other important details

f. CATERING REQUIREMENTS

Kirribilli House or The Lodge can supply catering and wait staff, at a cost to the charity. External catering may be approved in consultation with the Official Establishments Section.

The House Managers can organise non-alcoholic beverages for up to 120 guests, at a cost to the charity. The charity is responsible for the purchase and delivery of alcoholic beverages.

g. MEDIA PLAN

The charity is required to provide a copy of the:

- media plan
- media releases must be approved by the Official Establishment Section prior to release
- list of the media attending the event including the following:
 - first name
 - last name
 - organisation/outlet

A designated representative from the charity must escort media at all times

PHOTOGRAPHY AND FILMING:

- the charity can seek approval from the Official Establishments Section for an official photographer to take official photographs of the event
- if approved the official photographs taken at the event must be approved by the Official Establishments Section before release or use

h. FIRST AID

The charity is required to have qualified first aid officer (s) from the charity or from a registered organisation for events over 50 people. The charity is required to provide the name (s) and contact details of the first aid officer.

3. DEFINITION OF A CHARITY EVENT

FOR THE PURPOSE OF THE OFFICIAL ESTABLISHMENTS CHARITY EVENTS PROGRAMME:

A. A charity event is one where all profits from the event go towards a registered Australian charity or charitable project that delivers at least one of the following:

- the relief of poverty and provision of accommodation services for Australians experiencing homelessness
- the relief of the needs of the aged
- the advancement of health and the relief of sickness or distress
- support for those with disabilities and disability organisations
- the advancement of education and support for non-government schools
- the advancement of social or public welfare
- the promotion of reconciliation, mutual respect and tolerance between groups of individuals that are in Australia
- the promotion or protection of human rights
- the advancement of the security or safety of Australia or the Australian public
- the prevention or relieving of the suffering of animals and support of animal welfare agencies
- the advancement of the natural environment
- the provision of child care services on a non-profit basis
- other purposes beneficial to the Australian community at home and abroad
- other purposes beneficial to the international community

B. A charity event is not an event that is:

- carried on for the purposes of profit or gain to particular persons including its owners or members
- primarily for sporting, religious, recreational or social purposes
- for political, lobbying or promotional purposes
- for commercial or business enterprises operating for fund raising purposes
- for an organisation championing the common interests of members, such as professional, trade or union groups

4. APPLICATION TO USE KIRRIBILLI HOUSE OR THE LODGE FOR A CHARITY EVENT

APPLICATION TO USE KIRRIBILLI HOUSE OR THE LODGE FOR A CHARITY EVENT	
EVENT DETAILS	
NAME OF EVENT	
NAME OF THE CHARITY OR CHARITABLE PROJECT THE PROFITS FROM THE EVENT WILL GO TO?	
DESCRIPTION OF CHARITY OR CHARITABLE PROJECT	
WEBSITE ADDRESS OF THE CHARITY OR CHARITABLE PROJECT	
REQUESTED VENUE	<input type="checkbox"/> KIRRIBILLI HOUSE <input type="checkbox"/> THE LODGE
PROPOSED EVENT DATE (EVENTS CAN BE HELD BETWEEN 1 FEBRUARY AND 15 NOVEMBER)	DATE:...../MONTH:...../YEAR:
PROPOSED START AND END TIME (EVENTS CAN BE HELD BETWEEN 10.00 AM AND 10.00 PM)	START TIME:.....FINISH TIME:.....

<p>PROPOSED EVENT TYPE</p>	<p><input type="checkbox"/> MORNING TEA</p> <p><input type="checkbox"/> AFTERNOON TEA</p> <p><input type="checkbox"/> RECEPTION</p>
<p>EXPECTED NUMBERS OF ATTENDEES</p> <p>(EVENTS HAVE A CAPACITY OF 120 GUESTS)</p>	
<p>TELL US ABOUT YOUR EVENT.</p> <p>(WHAT ACTIVITIES ARE PLANNED FOR THE EVENT?)</p>	
<p>WILL TICKETS BE SOLD TO ATTEND THE EVENT?</p> <p>IF YES, HOW MUCH WILL THE TICKETS COST PER PERSON?</p>	
<p>ARE YOU REQUESTING TO PUT UP A MARQUEE?</p> <p>(IF YES ,PLEASE NOTE THE COST OF THE MARQUEE IS TO BE COVERED BY THE CHARITY)</p>	
<p>ARE YOU PLANNING FOR MEDIA TO BE AT THE EVENT?</p>	

<p>HAVE YOU PREVIOUSLY HELD A CHARITY EVENT AT KIRIBILLI HOUSE OR THE LODGE?</p> <p>IF SO, WHAT WAS THE EVENT NAME AND DATE?</p>	
--	--

EVENT ORGANISER DETAILS

<p>NAME OF THE ORGANISATION OR CHARITY ORGANISING THE EVENT?</p>	
<p>ABN/REGISTERED CHARITY NUMBER</p>	
<p>CONTACT PERSON</p>	
<p>CONTACT PHONE NUMBER</p>	
<p>CONTACT EMAIL ADDRESS</p>	
<p>LOCATION ADDRESS</p>	
<p>POSTAL ADDRESS</p>	

ADDITIONAL COMMENTS

--