

GUIDELINES AND REGULATIONS ON THE USE OF BANQUET HALL OF THE DEPARTMENT OF COUNCILS OF STATE:

1. APPLICATION:

Applications must be made at least 14 working days in advance by contacting the Department of Councils of State, followed by the submission of letter to the Clerk to the Privy Council, Secretary to the Cabinet Ministers' Council & Clerk to the Legislative Council, stating the event to be held, the Guest of Honour, date and time of the event, the invited guests and officers to be contacted, to the address below:

Address:

Clerk to the Privy Council, Secretary to the Cabinet Ministers' Council & Clerk to the Legislative Council,
The Department of Councils of State,
Dewan Majlis,
Jalan Dewan Majlis, BB 3910,
Bandar Seri Begawan,
Negara Brunei Darussalam.

Tel. No.: +673 2 380501 Fax No.: +673 2 385500

2. CAPACITY:

The capacity of the rooms and halls are as follows:

NO.	ROOMS	CAPACITY
01	Chamber Hall	464
02	Banquet Hall	500
03	Auditorium Hall	160
04	Gymnasium	80
05	Committee 1 & 2 Rooms	40
06	Committee 3 Room	30
07	Mini Chamber	20
08	VIP Room	40

Any addition to the existing equipment and fittings in the rooms are NOT allowed.

3. EQUIPMENT:

The Banquet Hall is equipped with Audio-Visual equipment, round tables (capacity 10 pax per table), and chairs (for Guest of Honour, and guests), kitchen, etc. Labour services for an event are NOT provided.

The event organiser must ensure that all used equipment are returned and arranged as the original position.

4. PAYMENT:

The use of Banquet Hall will be charged for the Audio-Visual service of \$300/day including 1 full day of rehearsal (if necessary). Rehearsals for an event can only be held on days and times PERMITTED by the Department of Councils of State. *Charges are subject to change*

5. MODIFICATION:

Modifications are not allowed. Example: addition / modifications to the stage, addition of chairs and/or tables, use of walls, etc.

6. EVENTS AND GUESTS OF HONOUR:

Use of Banquet Hall is RESTRICTED to events consistent with the status of the prestigious Legislative Council Building only.

Events that will NOT be given permission are as follows:

1. Private events;
2. School events;
3. Aidilfitri celebration events;
4. Musabaqah events;
5. Conference-type events;
6. Events in the form of contest and entertainment; and other events that are not in line with the status of the Legislative Council Building that are restricted to the public.

For the use of Banquet Hall, Guest of Honour of the event must be at least Ministerial level or equivalent.

7. PARKING SPACE:

If permission has been granted, the parking space will be provided behind the Banquet Hall. Users are not allowed to park at the basement parking space (for the Officers and staffs of Department of Councils of State only).

Please follow the instruction from the security staff for further information.

8. SECURITY SYSTEM:

The Department of Councils of State has a security process that MUST be adhered to. Before entering the building, visitors must go through the security scanning located at several main entry points.

The list of invitees MUST be submitted to the Department of Councils of State for the convenience of the security officer on duty.

9. CATERING AND REFRESHMENT:

The preparation of refreshment must be notified in advance to the Department of Councils of State and security officers.

Catering companies are only allowed to unload their goods at the unloading bay directed by the security officer. Waiters and caterers must dress appropriately before entering the building.

The Event Organiser must ensure that the Banquet Hall and kitchen that have been used for refreshment are cleaned immediately after the event.

10. REFRESHMENT VENUES:

Refreshment venues that are allowed are as follows:

1. Banquet Hall
2. V.V.I.P. Room – for Honourary Guests and/or Special Invitations only
3. Member's Lounge – for Honourable Guests of Ministerial rank, Permanent Secretaries and Special Guests.
4. Holding Room – for Honourary Guest / Guest of Honour (if necessary).
5. Canteen - for guests.