

GUIDELINES AND RULES ON THE USE OF ROOMS 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,
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 for each rooms 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 & FACILITIES:

The rooms are equipped with Audio-Visual equipment, tables and chairs, etc. Labour services for any event are NOT provided.

All equipment such as conference system are not allowed to be moved. Other equipment such as chairs and table that have been used are to be returned and arranged as existing.

4. MODIFICATION:

Any modification are not allowed. Example: addition / modification to equipment, addition of chairs and/or tables, use of walls (prohibit pasting posters or any paper), etc. Users are required to ensure that the room is in order, tidy and clean after use.

5. 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.

6. 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 names MUST be submitted to the Department of Councils of State for the convenience of the security officer on duty.

7. 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. Users must ensure that the Briefing Room and kitchen that have been used for refreshment are cleaned immediately after the event.