

# Law Society of Tasmania Venue, Facilities and AV Support Hire



## Venue, Facilities and AV Support Hire

**Venue hire is available in Hobart at 28 Murray Street and in Launceston at (Staffordshire House) 56 Charles Street.**

Full venue hire details are listed below, and can also be found on the Society website [HERE](#). The Society's spaces are comfortable and well-appointed facilities in historic buildings in the city centres of Hobart and Launceston.

### Make a booking

#### [Member Booking Form download HERE.](#)

This form is to be used by a Society member\*. In this instance the Society member will be using the facilities for themselves as the primary user. \*For the purposes of venue, facilities and AV support hire, a Society member is a legal practitioner who holds a practising certificate issued by the Law Society of Tasmania.

**If the Society member is not the primary user:** In this instance the Non-Member Form below is to be used. This provides for an associate member; a government legal practitioner; or a representative of an organisation, association, or group on whose behalf the venue/facility/AV is being booked.

#### [Non-Member Booking Form download HERE.](#)

This form is to be used by a hirer/customer who is an associate member; a government legal practitioner; or a representative of an organisation, association, or group on whose behalf the venue/facility/AV is being booked.

### **Society venues are suitable for meetings, events, and functions**

Mediations | Meetings | Seminars | Conferences | Briefings | Training | Social functions | Boardroom lunches

### **AV/IT facilities and support**

This includes support and use of all AV/IT facilities available in the room booked.

1. A standard Zoom meeting connection is complimentary for Society members\*.
2. For Society members requiring more than a Zoom meeting connection an AV/IT support daily charge of **\$55** may apply.
3. Non-Member venue hire incorporates AV/IT facilities and support.
4. The AV/IT facilities and support includes the following:
  - Zoom link, livestreaming, slide set up;
  - Laptop, mics, lectern, webcam, projector, and screen;
  - Set up of all equipment + support prior to, and on, the day.

### **Terms and Conditions of Hire. See [HERE](#).**

Prior to making a booking it is required that the hirer/customer making the booking reads and agrees to the Terms and Conditions of Hire.

**Booking enquires** (03) 6234 4133 | [info@lst.org.au](mailto:info@lst.org.au)

## Venue hire hours and daily rates

Available Monday to Friday during standard business hours

For out of hours rates please contact [info@lst.org.au](mailto:info@lst.org.au)

Room/s	Half Day Up to 5 hours. 9am – 2pm or 12pm – 5pm	Full Day From 5 to 8 hours. 9am – 5pm
<b>Hobart Council Room</b> (street level*)	Member Complimentary Non-Member \$125	Member Complimentary Non-Member \$195
<b>Hobart Training, Board and Breakout Room Package</b> (downstairs^)** Layout requires these spaces to be booked as a package regardless of whether one or more is required	Member Complimentary Non-Member \$155	Member Complimentary Non-Member \$255
<b>Launceston Boardroom</b> (upstairs*)	Member Complimentary Non-Member \$125	Member Complimentary Non-Member \$195
<b>Launceston Meeting Rooms</b> <b>Room 1</b> (upstairs^); <b>Room 2</b> (street level, in library^); <b>Room 3</b> (street level*)	Complimentary	Complimentary

\* Disability access

^ No disability access

\*\* Breakout Room not available on Wednesdays

**Please note:** If you have requested the Hobart Training, Board and Breakout Room Package and require AV/IT please state whether this connection is needed in the Training Room or Board Room. Separate meetings cannot occur due to the open plan layout so only one connection will be needed.

## Hobart Venue Facilities and Hire Rates

**Two spaces are available for hire in Hobart:**

**(1) Council Room; (2) Training, Board and Breakout Rooms (as a package).**

The open plan layout of these spaces requires that they to be booked as a package regardless of whether one or more is required.

If you have requested this package and require AV/IT please state whether this connection is needed in the Training Room or Board Room. Separate meetings cannot occur due to the open plan layout so only one connection will be needed.

**Council Room** (street level - disability access)

### Venue hire rates

- Venue hire is complimentary for Society members. \*For the purposes of venue, facilities and AV support hire, a Society member is a legal practitioner who holds a practising certificate issued by the Law Society of Tasmania.
- An AV/IT support daily charge of **\$55** may apply. (For out of hours rates please contact [info@lst.org.au](mailto:info@lst.org.au))
- Non-member venue hire daily rates during business hours of 9-5pm are Half day **\$125**; Full day **\$195** (For out of hours rates contact [info@lst.org.au](mailto:info@lst.org.au)).

### AV/IT facilities and support

See page 1 for details.

### Capacity and access

40 standing

Council room table seating up to 16

Lounge-style area with 8 armchairs and 2 coffee tables

- Free WIFI
- Fixed TV screen
- Zoom connectability
- Laptop
- Audio hub

### Kitchenette/Bar Facilities

- Fridge
- Dishwasher
- Tea + coffee-making facilities
- Cutlery and crockery
- Glassware

## **Training, Board and Breakout Room Package** (Downstairs – no disability access)

### **Venue hire rates**

- Venue hire is complimentary for Society members. \*For the purposes of venue, facilities and AV support hire, a Society member is a legal practitioner who holds a practising certificate issued by the Law Society of Tasmania.
- An AV/IT support daily charge of **\$55** may apply. (For out of hours rates please contact [info@lst.org.au](mailto:info@lst.org.au))
- Non-member venue hire daily rates during business hours of 9-5pm are: Half day **\$155**; Full day **\$255** (For out of hours rates contact [info@lst.org.au](mailto:info@lst.org.au)).

### **AV/IT facilities and support**

See page 1 for details.

### Capacity and access

60 standing

Training room 40 seated

Board room 16 seated

Breakout room – 4 seated

### **Training Room**

- Free WIFI
- Ceiling mounted data projector
- Fixed projection screen
- Fixed webcam
- 2 x laptops
- Freestanding speaker
- Presenter table with 2 x gooseneck mics
- Lectern with gooseneck mic
- 1 x handheld mic
- 1 x lapel mic
- Whiteboard/flip chart
- 40 chairs with tablets; 30 standard chairs
- 5 trestle tables (4 x 180cm and 1 x 150cm)

### **Board Room**

- Free WIFI
- Freestanding TV screen
- Zoom connectability
- Webcam
- Laptop
- Audio hub

### **Breakout Room**

- Free WIFI
- 4 chairs and a table

### **Kitchenette Facilities** (available as part of the package)

- Fridge
- Dishwasher
- Tea + coffee-making facilities
- Cutlery and crockery
- Glassware
- Microwave



**Hobart Venue and Facilities 28**  
**Murray Street, Hobart**



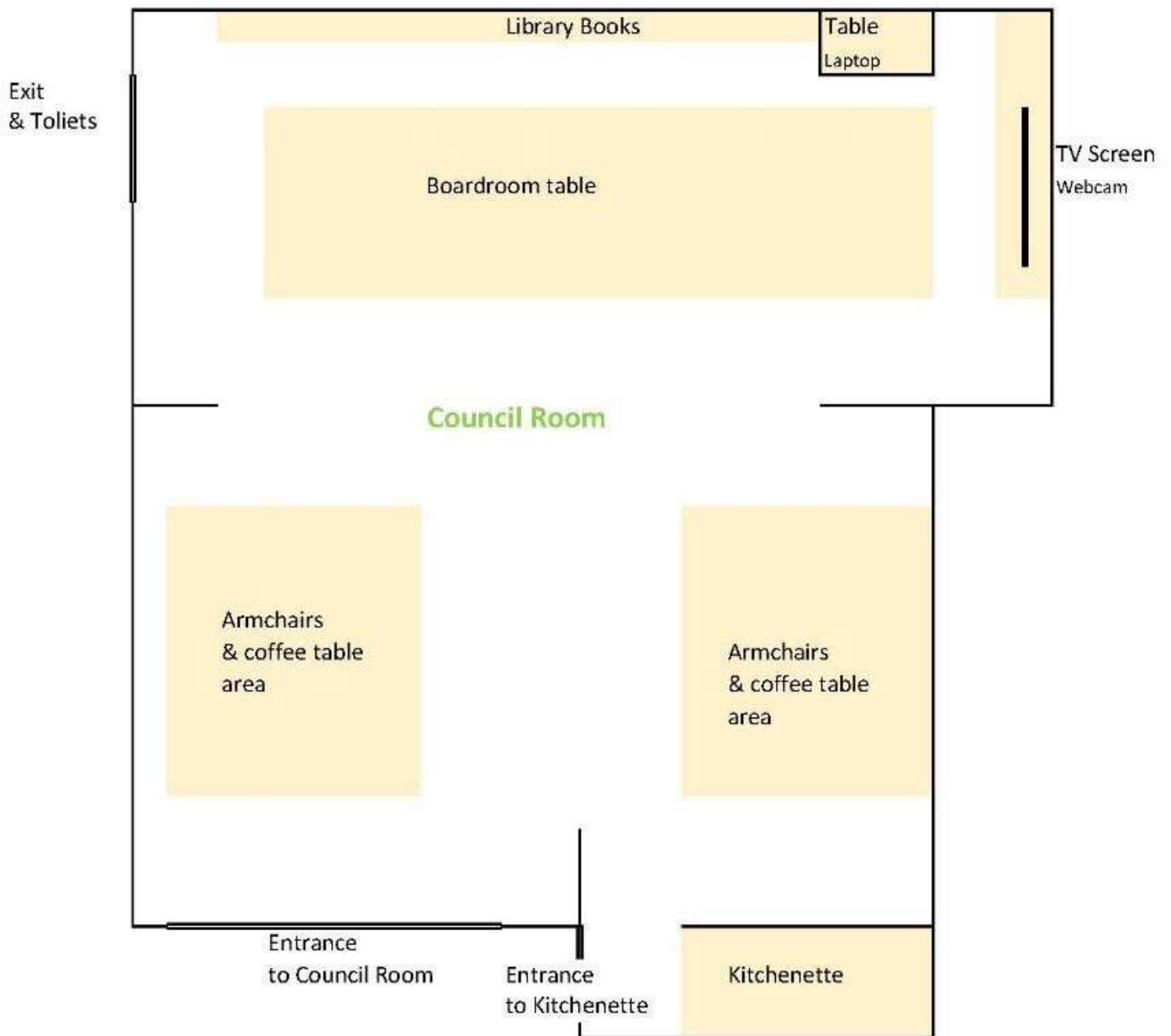
**Council Room**  
**(street level – disability access)**



**Council Room**  
**(street level – disability access)**

**Floor Plan** (not to scale)

**28 Murray Street, Hobart Council Room** (street level with disability access)





**Board Room  
(downstairs – no disability access)**



**Board Room  
(downstairs – no disability access)**





**Training Room  
(downstairs – no disability access)**



**Training Room  
(downstairs – no disability access)**

**Floor Plan** (not to scale)

**28 Murray Street, Hobart Training, Board and Breakout Room** (downstairs – no disability access)



## Launceston Venue Facilities and Hire Rates

**Four spaces are available for hire in Launceston: Boardroom, Meeting Room 1, Meeting Room 2, Meeting Room 3.**

**Boardroom** (upstairs – no disability access)

### Venue hire rates

- Venue hire is complimentary for Society members. \*For the purposes of venue, facilities and AV support hire, a Society member is a legal practitioner who holds a practising certificate issued by the Law Society of Tasmania.
- An AV/IT support daily charge of **\$55** may apply. (For out of hours rates please contact [info@lst.org.au](mailto:info@lst.org.au))
- Non-member venue hire daily rates during business hours of 9-5pm are Half day **\$125**; Full day **\$195** (For out of hours rates contact [info@lst.org.au](mailto:info@lst.org.au)).

### AV/IT facilities and support

See page 1 for details.

### Capacity and access

40 standing

Boardroom table and surrounding seating up to 20

Adjacent lounge-style area with 2 armchairs and 2 tables with 4 chairs (not hired separately due to the layout)

- Free WIFI
- Freestanding TV screen
- Webcam
- Zoom connectability
- Laptop
- Audio hub
- Freestanding whiteboard
- Freestanding speaker and mic available on request

### Kitchenette/Bar Facilities (available as part of the Boardroom hire)

- Bar fridge + large fridge in the side room)
- Dishwasher
- Tea + coffee-making facilities
- Cutlery and crockery
- Glassware

**Meeting Room 1** (upstairs – no disability access)

Complimentary venue hire

Capacity 4 standing or 3 seated

Free WIFI

**Meeting Room 2** (street level, in library – no disability access)

Complimentary venue hire

Capacity 4 standing or 3 seated

Free WIFI (less reliable than upstairs due to location of router)

**Meeting Room 3** (street level – disability access)

Complimentary venue hire

Capacity 4 standing or 3 seated

Free WIFI (less reliable than upstairs due to location of router)

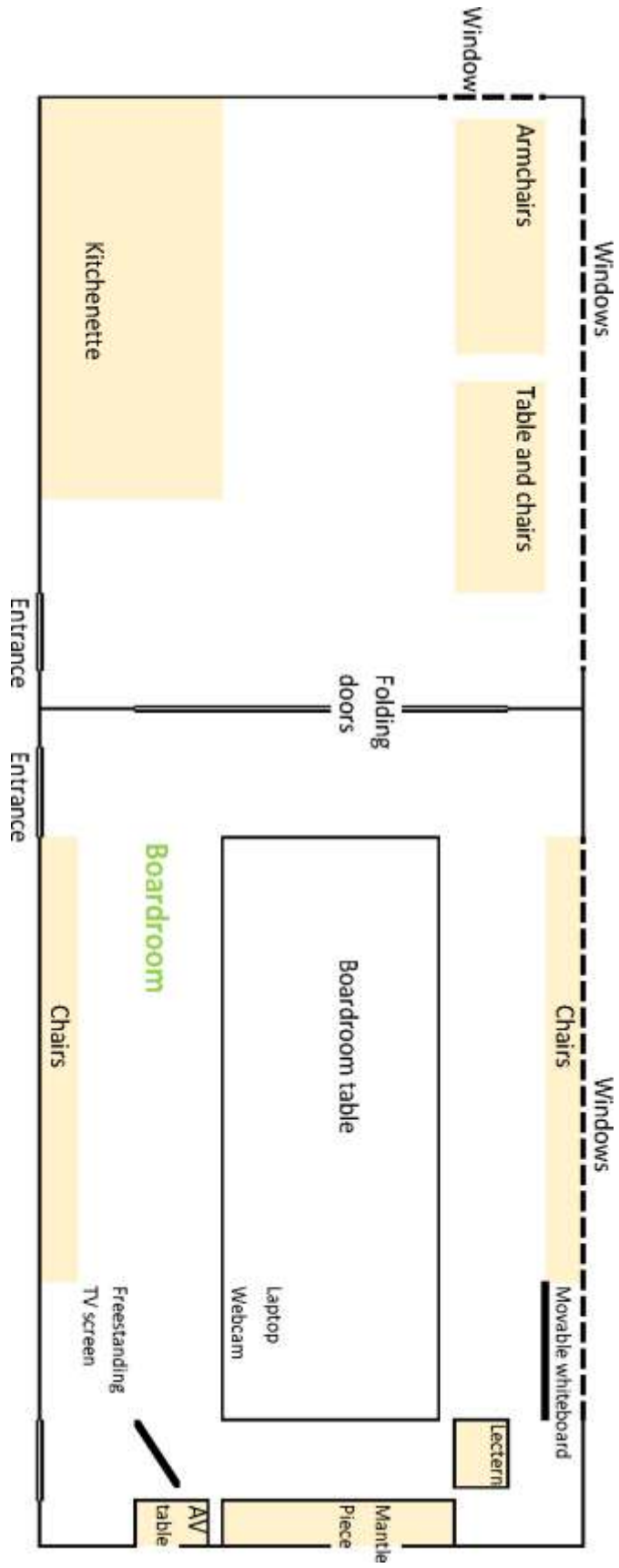
**Launceston Venue and Facilities**  
**Staffordshire House, 56 Charles Street**



**Boardroom**  
**(upstairs – no disability access)**

Floor Plan (not to scale)

56 Charles Street (Staffordshire House) Boardroom (upstairs)



# Terms and Conditions of Hire

## A. Venue and Facility Hire Terms & Conditions

1. By submitting the Venue and Facilities Booking Form (booking form) the hirer/customer agrees to these T&Cs. Once you have discussed your facility hire requirements with the Law Society of Tasmania (Society) please send your completed form to [info@lst.org.au](mailto:info@lst.org.au). This confirms your acceptance of these T&Cs, and that you have the authority to accept on behalf of your organisation.
  2. For the purposes of venue, facilities and AV support hire, a Society member is a legal practitioner who holds a practising certificate issued by the Law Society of Tasmania. A Society member making the booking using the Member Form must be the primary user of the facilities. The Non-Member Form is to be used by a hirer/customer who is an associate member; a government legal practitioner; or a representative of organisation association, or group on whose behalf the venue/facility/AV is being booked.
  3. If the incorrect booking form is submitted, the Society will be in touch with the hirer/customer to complete the correct form.
  4. The Society has the discretion to approve, or otherwise, a hirer/customer's booking form.
  5. The Society does not take responsibility for any damage or loss of items not in our direct control before, during or after an event, except to the extent that the relevant loss or damage is caused by the negligence or default of the Society. We suggest that the hirer/customer arranges adequate and appropriate insurance cover for valuable items.
  6. The hirer/customer must hold adequate personal and public liability insurance coverage for the hirer/customer and its employees, agents, delegates, guests, invitees or contractors while on site at the Society. A Certificate of Insurance Currency must be provided on request.
  7. The hirer/customer is responsible for and agrees to indemnify the Society against any loss, claim, liability (including any loss or damage to property, injury to or death of any person), damage, cost or expense suffered or incurred by the Society, and any claims, actions or demands by any person arising from or in connection with the below. This indemnity survives the termination (for any reason) or expiry of this facility booking agreement.
    - The use of any Society function spaces, facilities, equipment (Society property) by the hirer/customer or its employees, agents, delegates, guests, invitees or contractors;
    - Any unlawful or negligent act or omission by the hirer/customer or its employees, agents, delegates, guests, invitees or contractors in or at any Society property; except to the extent that any costs, loss, liability, damage, expense or claim is caused or contributed to by any act or omission of the Society, its employees, contractors or agents.
- 

## B. AV/IT Facilities and Support Terms and Conditions

1. By submitting the completed booking form the hirer/customer agrees to these T&Cs.
  2. Any substantive use of Society AV/IT facilities will be supported by Society staff only.
  3. The Zoom account has the Law Society of Tasmania name on it and as such the Society is ultimately responsible for the quality of the product delivered through its webinar platform. The Society will therefore provide AV/IT support prior to (i.e. the run through) and during any substantive live sessions. Use of the Zoom platform for Zoom meetings may have different conditions so please check with Society staff.
  4. Recordings – The Society cannot guarantee the quality of a recorded product. If a recording is required and it is of a quality to distribute, the Society will provide a copy at a cost of \$125 for each recorded session.
  5. If requested, the Society can provide a report of attendees to the host as generated by the Zoom platform.
  6. In terms of quality of product, the Society will provide the use of its webinar platform only when the following Society support is agreed to:
    - Prior to the day of the event – a run through conducted by Society support staff, attended (at the same time) by all parties to be broadcasting in the one session – this includes hosts, presenters, facilitators, chairs, moderators etc.
    - That the run through conducted by Society support staff is a simulation of the conditions expected on the day of the event – this includes the device, technology and location being used on the day, and a practise of any slides being shared on the day.
    - The format of the session, taking into consideration the requirements for a seamless livestreamed broadcast – i.e., that slides being presented by more than one presenter/panellist are combined; that holding slides are included for the commencement of the session and any breaks; that how participants will engage with the session (hand up, chat box) is agreed; and any other requirements that may be relevant to the specificities of the session. These are some of the considerations the Society support staff will raise for discussion during the run through exercise.
    - The Society will open the session and provide AV/IT support throughout the broadcast.
- 

## C. Entry to Society Premises Terms and Conditions

The Society has determined that the following visitor access policy is in effect until further notice. This is also displayed on signage at the front of its premises. By submitting the completed booking form, the hirer/customer agrees to these T&Cs.

1. Please do not enter the Society's premises if you have COVID-19 like symptoms, such as a cold or the flu.
2. To arrange a virtual meeting with Society staff or committees, please contact [info@lst.org.au](mailto:info@lst.org.au) or telephone (03) 6234 4133.
3. Visitors to the Society premises are also asked to adhere to physical distancing requirements and follow any other related instructions that are made available on the premises.

All Law Society of Tasmania staff are fully vaccinated.

---

## D. Cancellation Terms and Conditions

1. By submitting the completed booking form, the hirer/customer agrees to these T&Cs.
2. Cancellations must be notified to the Society in writing (email is acceptable) with at least 2 business days' notice prior to the commencement of the booking.
3. If the specified notice period is not provided, a 50% cancellation fee will be charged.
4. Any change of mind, on the day, regarding space or AV/IT usage is not refundable if included, and agreed to, in the booking form.
5. As a courtesy to other Society venue users, the cancellation notice period also applies to bookings for which there is no charge.
6. The Society may, at its discretion cancel a booking if circumstances arise where this is necessary. The hirer/customer will be notified.



# THE LAW SOCIETY OF TASMANIA



Upholding the  
independence and  
integrity of the legal  
profession.

Safeguarding the rule of  
law and access to justice.

Advocating for a fair and  
just legal system.

[lst.org.au](http://lst.org.au)



**THE LAW  
SOCIETY**  
OF TASMANIA

**Booking enquires**

T: (03) 6234 4133

E: [info@lst.org.au](mailto:info@lst.org.au)