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HIRE PROCEDURE	Issue: 1 Date: 6 February 2007
RYOICHI JINNAI CONFERENCE CENTRE, FORUM SECRETARIAT	Review Date: 31 December 2007
	Approved By:

1. PURPOSE

- (i) The purpose of this policy is to provide guidelines for the booking/hiring of the Ryoichi Jinnai Conference Centre (RJCC).

2. SCOPE AND RESPONSIBILITY

- (i) This policy applies to all internal and external users of the RJCC. The RJCC consists of:
 - (b) Main Conference Room (up to 120 pax);
 - (c) Committee Room A (up to 50 pax);
 - (d) Committee Room B (up to 20 pax);
 - (e) The Fale (up to 200 pax); and
 - (f) The Reception & Kitchen Area.
- (ii) Internal users are those that hire the facility for Forum Secretariat meetings.
- (iii) External users are organisations from outside the Secretariat. These users may access the facility for meetings upon the acceptance of the terms and conditions of hire and the full payment of hire fees.

3. POLICY

- (i) Priority will be given to the Forum Secretariat meetings. Where no prior booking has been made, external users may book the facility on a first-come-first-served basis. A booking will only be confirmed upon the receipt of the full hire fees by cash or cheque.
- (ii) While they are defined in this policy as external users, Forum Member Governments, CROP organisations may attract a 10% discount for usage of the meeting rooms.

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- (iii) The fees surcharged to external users will be the daily rates. Hirers booking the meeting rooms for three (3) hours or less will be refunded 50% of the fees paid after the Property Officer is satisfied that the meeting room has been left in a satisfactory condition.

4. HIRING RATES / CHARGES

- (i) Charges are based on current market. There is no charge for official use by the Forum Secretariat.
- (ii) The daily rates of the RJCC is outlined below.
- (a) **Whole Conference Centre - \$1600/day** which will cover
- a refundable bond of \$300
 - use of the Fale between 8am and 5pm
 - initial setting up of the room
 - use of committee rooms A & B
 - use of conference support/secretarial room
 - use of furniture
 - utilities costs (e.g. water, power)
 - **Audio Visual Equipment:**
 - Video monitor (multi-system)
 - PA system
 - white board
 - flip chart board
 - overhead projector with screen
 - electrical extension cord (10metres)
 - power board (6 ports)
 - two-hole adapter (x 2)
 - use of kitchens and foyer.
- (b) **Main Conference Room only - \$960/day** which will cover
- a refundable bond of \$160
 - use of the Fale between 8am and 5pm
 - initial setting up of the room
 - use of conference support/secretarial room
 - use of furniture

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- utilities costs (e.g. water, power)
 - **Audio Visual Equipment:**
 - Video monitor (multi-system)
 - PA system
 - white board
 - flip chart board
 - overhead projector with screen
 - electrical extension cord (10metres)
 - power board (6 ports)
 - two-hole adapter (x 2)
 - use of main kitchen and top foyer
- (c) **Committee Room A only - \$350/day** which will cover
- a refundable bond of \$150
 - initial setting up of the room
 - use of secretarial room, mini kitchen and adjoining foyer (if available)
 - use of furniture
 - utilities costs (eg. water, power)
 - **Audio Visual Equipment (if available):**
 - Video monitor (multi-system)
 - white board
 - flip chart board
 - overhead projector with screen
 - electrical extension cord (10metres)
 - power board (6 ports)
 - two-hole adapter (x 2)
- (d) **Committee Room B only - \$250/day** which will cover
- a refundable bond of \$100
 - initial setting up of the room
 - use of mini kitchen and adjoining foyer (if available)
 - use of furniture
 - utilities costs (eg. water, power)
 - **Audio Visual Equipment (if available):**
 - Video monitor (multi-system)
 - white board
 - flip chart board

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- overhead projector with screen
- electrical extension cord (10metres)
- power board (6 ports)
- two-hole adapter (x 2)

- (e) **Fale only - \$800/day** or function which will cover
- a refundable bond of \$100
 - use of main kitchen and top foyer
 - use of furniture (own setting up)
 - utilities costs (e.g. water, power)

(f) **Additional Charges:**

In addition to the daily rate, the following will be charged:

- Use of Fale for evening functions, e.g. cocktails/dinners.

When hiring other rooms, the Fale may be used (at no extra cost), if it is available, for the serving of morning, afternoon teas and lunch. However, any additional use for night functions in conjunction with the hiring of other rooms will cost **\$240** per night up to 10:30pm to cover the cost of utilities and other overheads. Additional charges shall apply from 10:30pm.

The Fale may be hired to non Conference Centre users. Such hire shall, for security reasons, be restricted to corporate functions only such as cocktails. Other requests such as social functions hosted by governments (e.g. Diplomatic Missions National Days) or by staff for their immediate families only (not other friends or organisations), will be considered on a case-by-case basis.

- Overtime, meal allowance and transport costs for any Forum Secretariat staff required for after hours (including weekends) sessions or functions

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5. CONDITIONS OF HIRE

Meeting Rooms

After confirmation, hirers must advise in writing (fax or email) at least 1 week in advance the set up required and equipment to be used. Posters or banners must not be put up without the prior approval of the Secretariat. All items bought in by hirers must be removed in the evening of the last day of their meeting and meeting rooms and surrounds left in a clean and tidy condition.

Fale

Hirers must advise at least 1 week in advance the number of tables/chairs they would require. These would be left in the 'Fale' on the day of booking for them to set it up the way they want it. The Secretariat **is unable** to provide glasses, cutlery or plates and table cloths.

Due to the close proximity of the 'Fale' to residential houses and offices, hirers are requested to keep noise to a reasonable level. The following conditions apply:

- (i) all guests must be confined to the 'Fale' and Conference Centre area and must behave in an orderly and non disruptive manner;
- (ii) only the male and female restrooms situated on the ground floor are to be used;
- (iii) guests are not allowed in the office block or residential areas;
- (iv) the function must end no later than **10:30pm and all guests must vacate the premises by 11.00pm**;
- (v) hirers must clean up the 'Fale' and kitchen and stack tables and chairs and ensure that whatever does not belong to the Secretariat including all rubbish is taken away from the premises;
- (vi) hirers must organise any security they may need for the function;

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- (vii) hirers must use the Conference Centre car park only;
- (viii) no vehicle or guest is to proceed beyond the Conference Centre road (first right turn as you enter the main gate.);
- (ix) to help reduce the impact of amplified sound on tenants, speakers must be set up at either end of the Fale and preferably facing the park (not in the middle) and that testing of speakers be kept to a minimum;
- (x) it is the responsibility of the hirer to ensure that all guests vacate the premises by 11:00pm. A charge of \$40.00 per hour will be incurred for any guests in the Fale or Secretariat grounds after 11.00pm. A Secretariat security guard will be around to assist in the closing up and turning off of lights.
- (xi) the Secretariat requires that function organisers accept the responsibility for the orderly conduct of its guests. Should the Secretariat have any reason to believe an event will adversely affect its security or good reputation, it reserves the right to cancel the event, remove hirers and their guests if serious breaches of the conditions of hire occur.

Client Responsibility

- (i) The Pacific Islands Forum Secretariat does not accept responsibility for loss & or damage to any goods brought in before, during or after an event. It is the organisers' own responsibility to arrange adequate insurance to cover all items and equipment belonging to their event for the period that those items are on the Secretariat premises, such potential loss & or damage. All goods must be removed from the Secretariat premises immediately after the event. The client is responsible for his or her own transportation, freight arrangements and associated costs. Please ensure that personal belongings are not left unattended.
- (ii) The client is responsible for the set up and pack up of their own equipment and displays, this must be conducted in accordance with

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the appropriate health and safety codes. Should clients engage external contractors direct, it is the responsibility of the client to ensure that the contractors comply with the Secretariat's code of conduct. Contractors who fail to do so will be asked to leave the premises. All contractors are required to have adequate public liability insurance.

6. REFERENCE

- (i) RTC form – Registration and Terms and Conditions
- (ii) Confirmation by the HR & Admin Section, Pacific Islands Forum Secretariat

7. DEFINITIONS

- (i) Meeting refers to all conferences, workshops, seminars, meetings, gatherings and the like.
- (ii) External sponsored participants are defined as non-PIFS staff for whom PIFS, or a co-host, are funding attendance at a meeting. Internal participants are defined as PIFS staff or staff of other organisations seconded to PIFS.