VENUE BOOKING PROCESS

DoE Using the PLI Enrolment System

- PLI Administration staff will organise venue hire and confirm catering details.
- If an offsite venue (other than the PLI) is booked prior to contacting the PLI, access to the enrolment system will be given, but the co-ordinator is responsible for organising catering, advising final numbers and liaising with the venue directly.
- Cancellations less than 30 days before the start date of a program may result in a 50% venue hire fee (this excludes the PLI). This will be costed back to the Business Unit.

DoE - Non Enrolment System and State Government

- Email PLI@education.tas.gov.au and advise, the need for the venue, dates required and participant numbers.
- A booking form will be sent to the co-ordinator / user for completion and the PLI will make a pencil booking in the calendar.
- The completion and return of this form will secure the booking. If the form is not returned within 10 working days the pencil booking may be cancelled.
- If catering is required this is the responsibility of the person making the booking (see catering guidelines for more detail).
- The cost to hire the venue is outlined in the PLI Booking Guidelines – Policy
- The use of the venue outside of the hours of 9am to 5pm weekdays is subject to staff availability. The PLI is closed on Public Holidays, Christmas (25th Dec – 1st January) and Easter (Good Friday to Easter Tuesday).

External Organisations (Non-Government)

- External Organisations wishing to deliver PL at the PLI will be directed to the appropriate DoE business unit area for quality assurance purposes.
- The business unit will review and confirm quality, with their recommendation given to the PLI.
- The PLI will then liaise with the organisation directly.
Professional Associations

- Professional Associations may use the venue if DoE Membership is applicable.
  - Refer to steps outlined in DoE Non Enrolment System and State Government.