

## **National Assembly for Wales Events Guidelines**

The following requirements apply to all events held on the National Assembly for Wales (the Assembly) estate:

- requests to host events in the public areas must be sponsored by an Assembly Member (AM), Committee or the Assembly. The sponsoring AM or their representative must attend the event/exhibition/meeting;
- the Senedd and the Pierhead are public spaces and cannot be cordoned off for events during public access times;
- responsibility of the event rests with the AM who is sponsoring the booking;
- the event spaces on the Assembly estate must not be used for financial gain but may be used to launch books and reports, although no monetary transactions may take place;
- exhibitors displaying their art are not permitted to display the price of their artwork; please refer to specific Exhibitions Guidelines for further information;
- exhibitors should not set up their exhibition or test any audiovisual equipment when business is sitting. Please contact your Events Officer to discuss appropriate arrangements;
- the use of the PA system in the Senedd will be restricted for events hosted on days when the Assembly is sitting (business days);
- please check the accompanying A-Z guidance for details of the capacity of your allocated event space;
- the content of events must not contravene the Assembly's Equal Opportunities Policy or conflict with any legislation (including bylaws);
- events and meetings must not contain advertising, commercial interest material or material that is likely to give offence; nor must they contain material intended to further the aims of any political party or group;
- events and exhibitions must not be booked solely for the purpose of promoting the work of any political party;
- evening events must finish and the building be vacated by 20:00;

- If Plenary runs on any later than 19:00 an event in the Senedd can run until 20:30;
- corporate logos are permitted only if it is part of a sponsorship arrangement with a public organisation. All other forms of commercial promotion are strictly prohibited;
- all invitations, notices or circulars issued for proposed events and meetings to be held on the Assembly estate must be issued in the name of the sponsoring AM, with his or her name clearly and prominently marked on all promotional material. The use of the Assembly's logo on invitations or any promotional material is strictly prohibited. All invitations must be approved by Assembly staff before being sent out.
- the subletting of the events area is not permitted;
- organisers are responsible for the hire and support of any specialist equipment and furniture required for their events and exhibitions;
- all refreshments must be arranged through the Assembly's in house caterers Charlton House who can be contacted on (029) 20 898077 or [Catering.cardiffbay@wales.gsi.gov.uk](mailto:Catering.cardiffbay@wales.gsi.gov.uk);
- Please remember that the Neuadd and Oriel in the Senedd are primarily public areas where visitors to the Assembly can observe Plenary and committee business on screens. Their use as an event/exhibition area is secondary to this purpose and events/exhibitions should in no way impinge on their primary use. As a consequence, the Senedd is not be suitable for the display of large exhibition;
- events should be open to all 60 Assembly Members;

Organisers of events to be held in the Senedd on Plenary and committee business days(Tuesday to Thursdays) should not plan to deliver speeches or give presentations without prior discussion and confirmation with the Events Officer;

- Speeches for daytime events in the Senedd on business days-Tuesday, Wednesday and Thursday-should be scheduled between 12:00 and 13:20;
- Speeches for evening events in the Senedd on Plenary days-Tuesday and Wednesday -should be scheduled to start after 18:00;
- Testing audio visual equipment or any instruments or music in the Senedd is not permitted during Plenary or during committees;

- when organising an exhibition the curators must provide their own technicians to hang and take down the artwork;
- Our in house available equipment include Public Address system and AV units; the use of these must be agreed in advance of your event.
- Exhibitions in the oriel are displayed in a public area where catering is served and the National Assembly for Wales cannot be held liable for any damage caused .
- If you require a tour as part of your event, please contact the booking line directly on 0845 010 5500.