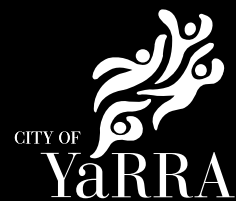


# Carlton Library Meeting Room



## Induction Manual

**667 Rathdowne St, Carlton North**

Managed by: **Venues and Events**  
[venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au)

**03 9205 5577**

## Carlton Library Meeting Room

667 Rathdowne St, Carlton North

### Quick Access Guide

<b>Key collection</b>	<p>The <b>key/swipe</b> to your venue will be available for collection during <b>Library opening hours</b>. If your booking is outside library opening hours you <b>MUST</b> arrange to collect it during library opening hours. This might be the day before your booking. <a href="#">Check here for hours</a>.</p> <p><b>If you do not collect it, you will not be able to access the venue.</b></p>
<b>Access doors</b>	<p><b>When library is open:</b> Librarians will give you access</p> <p><b>When library is closed:</b> Entry is via the front door where there is a keypad to enter the building.</p> <p>For security alarm codes - arming/disarming – follow the instructions with the key.</p>
<b>Where to find switches</b>	<p><b>Lights:</b></p> <p>Ramp: Light switches for the ramp are located to the left of the front door.</p> <p>Corridor: Light switches for the corridor are located to the left of door leading to the lift. There are also switches next to the lift on the first floor.</p> <p>Meeting room: Light switches are located inside the meeting room next to the door</p> <p><b>Heating and cooling:</b></p> <p>Controls are located next to the light switch. Please see page 4 for instructions</p>
<b>What is supplied</b> (See equipment chart on page 7 for more details)	<ul style="list-style-type: none"><li>• 25 Chairs</li><li>• 3 Tables</li><li>• Hot water available</li><li>• Whiteboard</li><li>• Data projector and screen</li><li>• Limited Wifi. See page 5</li></ul>
<b>What is NOT supplied</b>	<p>No crockery, cutlery, sponges, cleaning liquid.</p> <p>No whiteboard markers, no data cables</p>
<b>What to bring</b>	<p>Sponge, liquid cleaner, tea-towels and paper towel, AV cables, whiteboard markers &amp; a first aid kit</p>
<b>Contact details</b>	<p><b>Enquiries:</b> Business hours - <a href="mailto:venuesandevents@yarracity.vic.gov.au">venuesandevents@yarracity.vic.gov.au</a> 03 9205 5577</p> <p><b>Emergency:</b> Call 000 Fire/Police/Ambulance</p> <p><b>After</b> you have called <b>Emergency</b> and it is safe to do so, call Yarra Council after hours 03 9205 5555 to report the Emergency.</p> <p>See page 5 for more details</p>
<b>Capacity</b>	<p>The venue has a maximum capacity of 25 people</p>

**End of event checklist** - Please see the checklist on page 13 for how to close up the venue



## Contents

Agreement	4
Access, transport and parking	4
Doors	4
Heating and Cooling	4
Noise	4
Alcohol	4
Building	4
Emergency	5
Evacuation Assembly points	5
First Aid	5
Equipment	5
Toilets	5
Cleaning	5
Maintenance	5
Bond	6
Leaving the venue	6
Other Business	6
Rubbish	6
Equipment List	7
Location and Transport	8
Pictures	9
Floor Plan	11
End of event checklist	12

## Agreement

It is part of the contract agreement that the person responsible for accepting the conditions of hire/making the booking is present at all times. This includes set up and pack up. They must also ensure their guests abide by the [Conditions of Hire](#) and this Induction document.

Another person (over 18 years of age), may be nominated as Person in Charge and their name and phone number must be provided to the Venues and Events Team before event date.

The Person in Charge must read and understand this induction document and be familiar with the **emergency evacuation** procedures.

**Hire of the Carlton Library Meeting room does not include any other areas of the library.**

## Access, transport and parking

- **Wheel chair accessible**
- **Accessible and disabled parking**

There is a lift to the meeting room.

There are disabled parking spaces on Newry St, outside the venue.

There is limited and timed parking in the surrounding streets. As this is a very busy area, we suggest your guests use [public transport](#) where possible.

## Doors

- **Access to building:** Hirer to collect swipe card from the main desk at Carlton Library during [library opening hours](#)
- **If your booking is outside library hours**, you will need to collect the swipe card in advance when the library is open – the librarians will instruct you how to disarm the alarm and return the key. If you do not collect the key, you will forfeit your booking.
- **ENTRY:** Entry via main front door where there is a swipe card reader. Please make sure that unauthorised people do not enter the building during your booking. There is an intercom for latecomers
- **EXIT:** at end of booking please make sure the doors are securely locked
- Follow the instructions provided by librarians to return your swipe card straight after your booking. Please do not take it home with you.
- **Failure to return the swipe card may incur an additional fee for a swipe card replacement.**

## Heating and cooling

The controls on the reverse cycle unit are located **in the meeting room next to the light switch**. The unit operates for 2 ½ hour cycle and then switches itself off. The ON button on the controls must be pressed again for the unit to continue to heat or cool for further 2 ½ hours. The temperature control button is on the remote control and can be adjusted.

## Noise

As the meeting room is located within the library building, noise levels must be controlled during office and library hours.

We may retain your bond or cancel your booking for unresolved noise complaints.

Please be respectful when leaving the venue at night

## Alcohol

No alcohol is allowed in this venue.

## Building

The Hirer must:

- Know where all safe exits and exit paths and assembly points are.
- Keep all exits and paths clear during use of the meeting room.
- Know where emergency equipment is located (such as fire extinguishers). See emergency map in venue for more details.

These are all clearly marked in each room.

## Emergency

In the event of emergency, the hirer will be responsible for coordinating the evacuation of the meeting room and all attendees. The hirer must make themselves familiar with the evacuation diagram, location of fire extinguishers and exits. Evacuation plans are located within the building. See the map inside the venue.

The hirer must:

- Identify exact nature and location of the emergency.
- Contact emergency services by dialling 000.
- In case of fire, call the Metropolitan Fire Brigade, by dialling 000, immediately.
- Only attempt to fight a fire with the equipment provided and if it is safe to do. You should only do this after calling 000.
- Do not continue to fight the fire beyond the first 30 seconds. Evacuation is necessary for any fire.
- All fires need to be inspected by the fire brigade.
- Remain calm and leave in an orderly manner.
- Search all areas of the venue, only if safe to do so.
- Meet and report to emergency services on arrival.
- Only re-enter the venue once fire brigade has attended and certified the building safe.
- **After** you have called emergency services, once it is safe to do so, contact Council's emergency out-of-hours number 03 9205 5555.

## Evacuation Assembly Points

In the event of an emergency evacuation:

- **Primary area** is located across the road in Curtain Square
- **Secondary area** is the centre road car parking area of Newry Street

The safety of the hirer, library and guests is the Hirer's responsibility.

Hirer should inform all attendees of the evacuation procedures and assembly points.

## First Aid

- It is the hirer's responsibility to administer first aid and/or contact emergency services if the need arises. Venue is **not** equipped with emergency first aid kits.
- It is the responsibility of the hirer to have first aid always supplies available.
- All incidents, accidents and near misses must be reported by the hirer by calling the after-hours emergency contact number 03 9205 5555.

## Equipment

### Equipment provided:

**Wifi:** Free wi-fi is available to library members, however we recommend that you do not rely on this for presentations

See Equipment list and Instructions regarding specifications and set up

**Please note librarians are NOT available for AV support.** You can make an appointment to test your equipment or book a technician to assist you. Please contact [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au) or 03 9205 5577

### Equipment not provided:

- No crockery, cutlery or kitchen equipment
- No sponges or kitchen towel (paper towel supplied is for hand washing only)
- No cleaning liquids
- No whiteboard markers/eraser
- No data cables

### Your equipment:

- Hirers own or externally hired equipment must comply with relevant OH&S and any other relevant legislation.
- Hirers are responsible for the equipment they bring into venue.
- Any equipment, cabling or power boards brought on-site must show the appropriate electrical testing tags.
- No equipment to be left in venue after end of hire period

## Toilets

Toilets including an ambulant toilet are available. There is no baby change table at this venue

## Cleaning

See [End of event checklist](#)

## Maintenance

For any urgent maintenance issues relating to the venue during the booked period, including utilities not working, contact Yarra Council's after-hour's number on 03 9205 5555.

For non-urgent maintenance issues, please email [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au)

## Bond

Your bond will be returned in full provided there is no damage to the venue, unresolved **sound** complaints, no **waste** contamination and the venue is only accessed within your booking **hours**.

## Leaving the Venue

See [End of event check list](#).

## Other information

- This is a shared facility- hirers will share use of the kitchenette and toilets
- Please ensure you have read and understood the Conditions of Hire and are not bringing in any prohibited items
- Council will carry out repairs from any damage at the full expense of the hirer – this includes internal/ external and environmental damage
- NO glitter, confetti or helium balloons
- No smoking anywhere inside or undercover

## Rubbish

The rubbish and recycling system at Yarra has recently changed. What is accepted in each bin is very different from before. Please follow the signage at each venue.

**Please use the correct bin for your waste to ensure you receive your full bond refund.**

We provide bins for Rubbish, Recycling, Glass and Green waste.

You must remove all rubbish from inside the venue, to the outside bins.

Any excess rubbish from site must be disposed of by the hirer in a responsible manner.

Yarra Council is working towards a ban on single use plastics by 2021. Please support this initiative by using recyclable or reusable materials.

For more details on what goes in each bin please check [here](#).



Meeting Room

## Equipment List

Equipment		Notes
Chairs	25	Stacking: Maximum 5 high
Tables	3 rectangular	Seats 4-6 Please return the room to original configuration
Whiteboard		BYO markers and erasers
Inbuilt data projector and screen		Instructions at venue We recommend you bring your own cable. The library has one VGA cord which is PC-only compatible
Internet		Free wi-fi is available to library members, however we recommend that you do not rely on this for presentations
Kitchenette	Available upon request from librarians	<ul style="list-style-type: none"><li>• Small refrigerator</li><li>• Dishwasher</li><li>• Instant hot water</li><li>• Microwave</li></ul>
Floor space	6 x 7.5m	Carpeted floor

## Location and Transport

Carlton Library is located at the corner of Rathdowne and Newry Streets in Carlton North, across the road from Curtain Square.

### Transport options:

- Tram route 1 & 6 Lygon Street, corner of Newry Street, Stop 115
- Bus route 250/251 along Rathdowne street from Melbourne Central Station, stops outside library
- There is limited, timed free parking in the surrounding streets. Check parking signs
- There are two disabled car spaces located in Newry Street at the corner of Rathdowne Street

### Venue transport map





## Pictures

Entrance



Front



Room



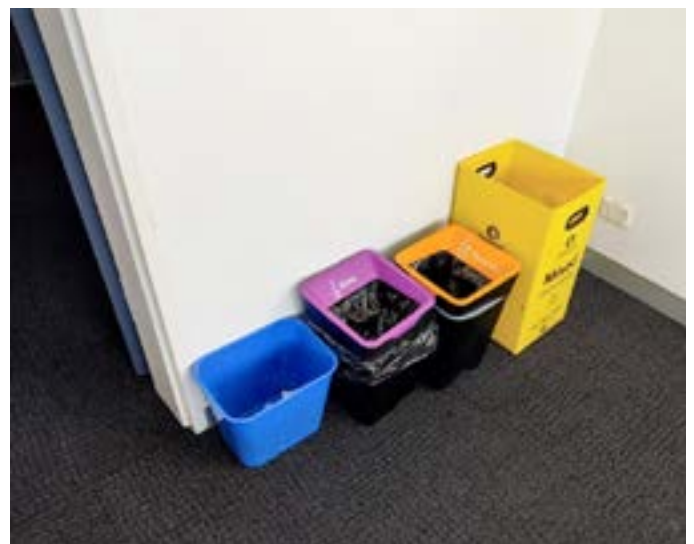
Room



Room setup



Waste



## Pictures

### AV wall inputs



### Projection



### Whiteboard



### Heating and cooling control



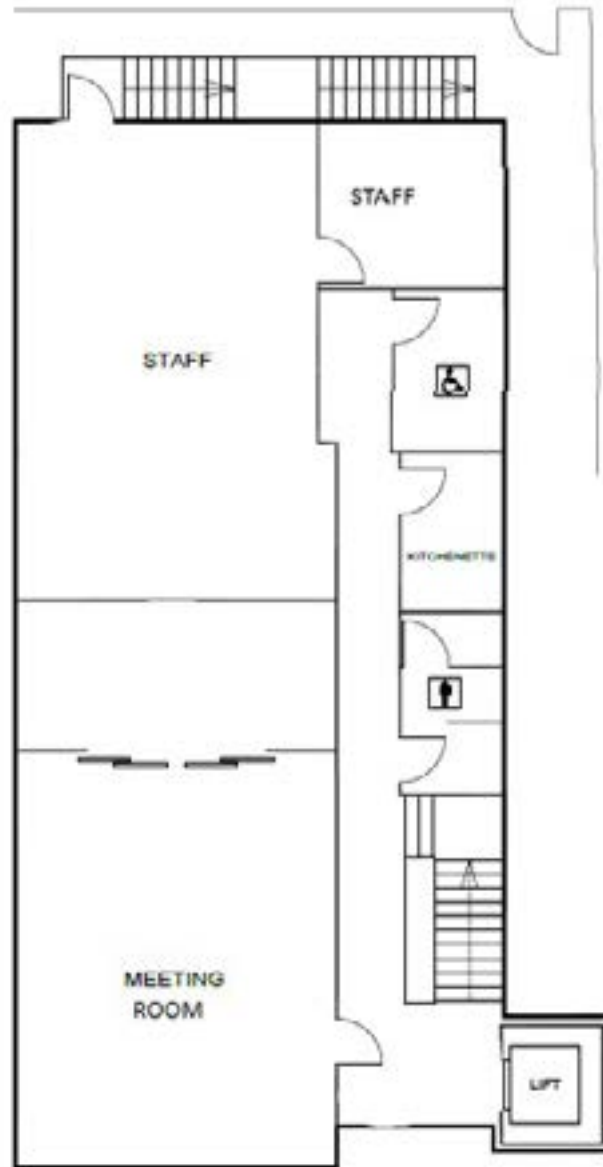
### Kitchenette



### Wheelchair access



# Floor Plan



End of Event Checklist	Yes
Kitchen appliances switched off if applicable	
Kitchen appliances wiped down if applicable	
Kitchen benches wiped down if applicable	
Air conditioning, fans and heating switched off	
All Windows and doors secured and locked	
Tables wiped down and stacked and returned to <b>original location</b>	
Chairs stacked and returned to <b>original location</b> (no more than 5 high)	
Decorations signs and banners removed (including blu tack and tape if used)	
Rubbish removed and placed in <b>correct</b> bins provided	
Check you have all your belongings	
Lights switched off	
Ensure all external doors are closed and cannot be opened from outside	
For after hours bookings, follow key drop instructions	
Report any damage and feedback to <a href="mailto:venuesandevents@yarracity.vic.gov.au">venuesandevents@yarracity.vic.gov.au</a>	
<b>Charges may apply for equipment damaged or not cleaned</b>	

After event	Yes
Return venue keys/swipe to librarians or as instructed for after hours bookings	
Council will process a bond refund based on return of keys/swipe and good condition of the venue	
<p>Bond is refunded by EFT transfer and may take up to 30 days after hire date.</p> <p>If you haven't already supplied your bank details, please send the following to <a href="mailto:venuesandevents@yarracity.vic.gov.au">venuesandevents@yarracity.vic.gov.au</a></p> <p>Bank Name:</p> <p>Bank Account Name:</p> <p>BSB:</p> <p>Account:</p>	