

Collingwood Library Meeting Room



Venue Manual

11 Stanton Street, Abbotsford 3067

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

03 9205 5577

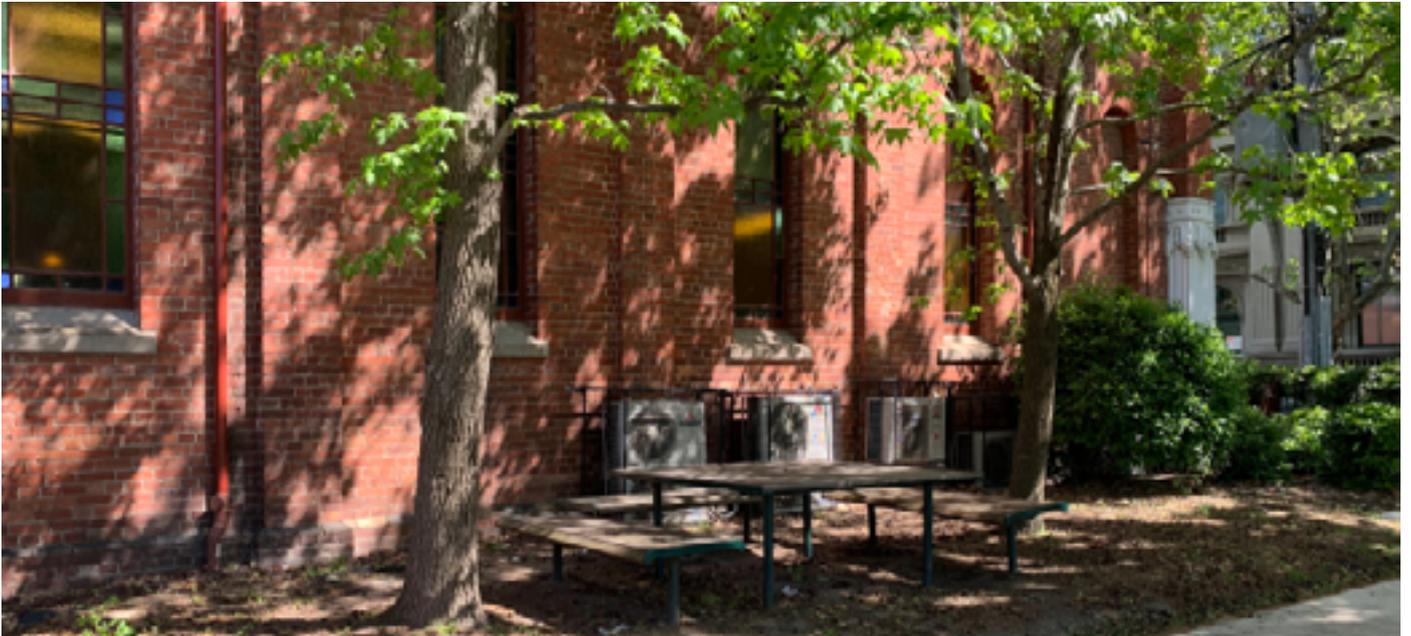
Collingwood Library Meeting Room

11 Stanton St, Abbotsford VIC 3067

Quick Access Guide

Key collection	<p>The key for your booking will be available for collection during library opening hours. If your booking is outside library opening hours you MUST arrange to collect it during library opening hours. This might be the day before your booking. Check here for hours.</p> <p>If you do not collect the key, you will not be able to access the venue.</p>
Access doors	<p>ENTRY :</p> <p>When library is open: Librarians will give you access</p> <p>When library is closed: Entry is via the front door where there is a keypad to enter the building. For security alarm codes - arming/disarming – follow the instructions with the key</p>
Where to find switches	<p>Lights:</p> <p>Light switches are located inside the meeting room to the right of the door. They are on sensor – no need to use switch unless you want to override sensor</p> <p>Heating and cooling:</p> <p>The master switch is by the front door and the remote is on the table under the units,. Please see Page 11 for photos</p> <p>Ceiling fan switch is inside front door</p>
What is supplied (See equipment chart on page 8 for more details)	<ul style="list-style-type: none">• 60 Chairs• 6 tables• Data projector, screen & DVD player• Kitchenette• Toilet paper and paper hand towel
What is NOT supplied	No crockery, cutlery, sponges, cleaning liquid. No whiteboard markers, no data cables
What to bring	Bring a sponge, liquid cleaner, tea-towels and paper towel, AV cables First Aid kit
Contact details	<p>Enquiries: Business hours venuesandevents@yarracity.vic.gov.au or 03 9205 5577</p> <p>Emergency: Call 000 Fire/Police/Ambulance</p> <p>After you have called Emergency and it is safe to do so, call Yarra City after hours 9205 5555 to report the emergency.</p> <p>See page 5 for more details.</p>
Hours	You must set up and pack up within your booked hours Please see page 4 for more information on noise restrictions
Capacity	The venue has a maximum capacity of 60 people
Checklist for leaving venue	Please see the checklist on page 5 for how to close up the venue

End of event checklist - Please see the checklist on page 12 for how to close up the venue



Contents

Agreement	5
Access, transport and parking	5
Doors	5
Heating and Cooling	5
Noise	5
Alcohol	5
Building	5
Emergency	5
Evacuation Assembly points	6
First Aid	6
Equipment	6
Toilets	6
Cleaning	6
Maintenance	6
Bond	6
Leaving the venue	6
Other Business	6
Rubbish	7
Equipment List	8
AV instructions	9
Location and Transport	18
Pictures	19
Floor Plan	21
End of event checklist	22

Agreement

It is part of the contract agreement that the person responsible for accepting the conditions of hire/making the booking is present at the event from start to finish and ensures 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 Collingwood Library Meeting Room does not include any other areas of the library.

Access, transport and parking

- **Wheel chair accessible**
- **Accessible and disabled parking Disabled parking in rail carpark next to library.**

There is a small carpark between the library and Collingwood Station that has timed parking as well as limited, 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 Collingwood 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 during your booking
- **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 swipe may incur an additional fee for swipe replacement.**

Heating and cooling

- Master switch for heating/cooling located on wall as you walk in. The switch for the ceiling fan is also here. Once you have turned on the Master switch for the air conditioning/heating, use the remote which is located on the wall or table near the systems.

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. (e.g. fire extinguishers)

These are all clearly marked **in each room**

Emergency

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

The Hirer must:

- Identify exact nature and location of the emergency
- Contact emergency services by dialling 000
- In case of Fire - Call Fire Brigade (by dialling 000) before attempting to fight any fire
- Only attempt to fight a fire with the equipment provided and if it is safe to do
- 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.
- 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: 9205 5555.

Evacuation Assembly Points

In the event of an emergency evacuation:

Primary area is located at the gate of the library front garden on Stanton Street

or across the road outside Collingwood Town Hall side entrance

The safety of the hirer, library and guests is the Hirers 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 supplies available at all times.

All incidents, accidents and near misses must be reported by the hirer by calling the after-hours emergency contact number 9205 5555 and follow the prompts

Equipment

Equipment provided:

Wifi: Free wi-fi is available, 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 or 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 ambulant toilet and baby change table are available.

Cleaning

See [leaving the venue checklist](#)

Maintenance

URGENT

For any urgent maintenance issues relating to the venue during business hours, please contact the librarians. For urgent maintenance after hours, including utilities not working, contact Yarra City Council's after-hour's number on 9205 5555.

NON-URGENT

For non-urgent maintenance issues after hours, please email 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 [checklist, last page](#)

Other business

- This is a shared facility - hirers will share use of the 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, General and Glass Recycling
- 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. Please support this initiative by using recyclable or reusable materials

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



Assorted bins

Equipment List

Equipment	Number	Notes
Chairs	60	Stacking - maximum 5 high
Tables	6 rectangular trestles	seating 4-6 150 x 75cm and 72cm H Please return the room to original configuration
Inbuilt data projector and screen		<ul style="list-style-type: none">• Instructions at venue or from venuesandevents@yarracity.vic.gov.au• BYO cables - you can connect your devices via the the HDMI port on the projector.
Internet		Free wi-fi is available to library members, however we recommend that you do not rely on this for presentations
Kitchenette		<ul style="list-style-type: none">• Bar refrigerator• Dishwasher• Microwave• Instant hot water
Floor space	11.5 x 8m	<ul style="list-style-type: none">• Carpeted floor
AV Equipment		Inbuilt projector, screen and speakers Instructions in venue You must bring your own HDMI cable to connect your laptop



Purpose

How to operate the projector and DVD player, and how to connect a laptop or an iPod.

Scope

This policy applies to all users of the Collingwood Library Meeting Room & users of this equipment

Work Instruction

To Turn on the Project and connect the DVD Player

1. Locate the wall-mounted AV box in the south-east corner of the room



2. On the left-hand side of this box, locate the projector control panel



3. To turn the projector on, press the ON button on the projector control panel once.
It may take a minute for the lamp to warm up and an image to display on the screen



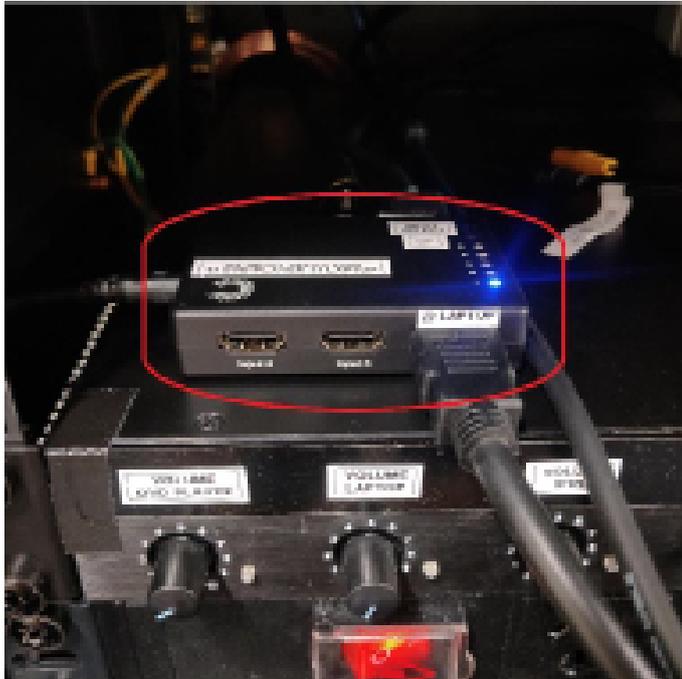
4. On the front of the AV box, locate the audio control panel



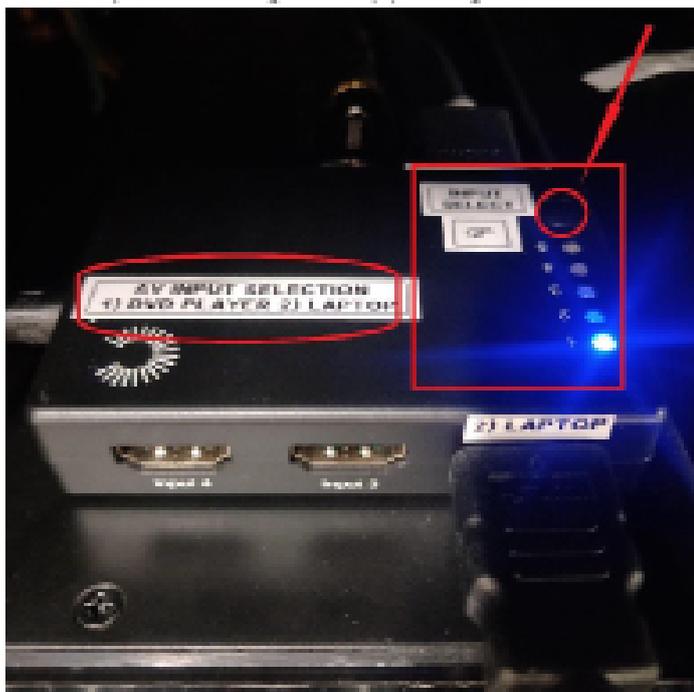
5. Turn on the audio control panel using the ON/OFF switch on the righthand side of the unit



6. Locate the small input selector box, directly on top of the audio control panel



7. Make sure the light illuminated on the input selector box corresponds to the DVD Player. If it doesn't, you can change this by pushing the selector button until it does



8. Locate the DVD Player, above the audio control panel
9. Turn the DVD Player on using the ON/OFF button on the left-hand side



10. Insert the DVD directly into the DVD Player
11. If the DVD doesn't start immediately, press the PLAY button on the righthand side of the DVD Player



- The volume can be adjusted by turning the Volume DVD Player dial on the audio control panel



To Connect a Laptop to the Projector

1. Follow the instructions above to turn on the projector
2. Follow the instructions above to turn on the audio control panel
3. Locate the HDMI lead below the audio control panel and plug it into your laptop



4. If your laptop doesn't have an HDMI connection, locate the VGA cable directly above the audio control panel and plug it into your laptop



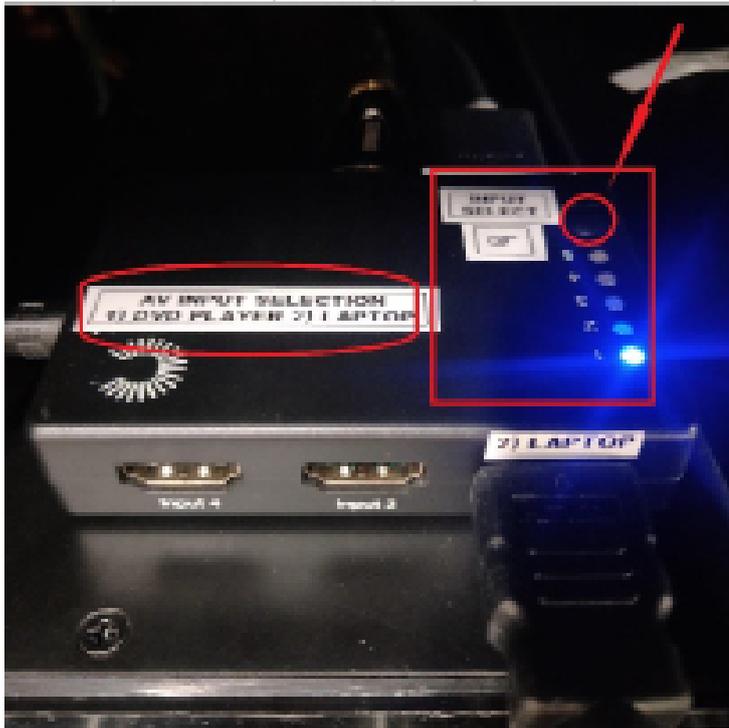
5. If you require audio, locate the audio lead below the audio control panel and plug it into your laptop



6. On the projector control panel, select either the HDMI or VGA button



7. Locate the small input selector box, directly on top of the audio control panel
8. Make sure the light illuminated on the input selector box corresponds to the laptop. If it doesn't, you can change this by pushing the selector button until it does.



9. The volume can be adjusted by turning the Volume Laptop dial on the audio control panel



To Connect an iPod to the Projector

1. Follow the instructions above to turn on the projector
2. Follow the instructions above to turn on the audio control panel
3. Locate the iPod cable, above the audio control panel, and plug into iPod



Location and Transport

Collingwood Library is located at 11 Stanton Street, Abbotsford, next to Collingwood Station and across the road from the Collingwood Town hall

Transport options:

- Collingwood train station is on the Mernda and Hurstbridge lines
- Multiple bus routes run along Hoddle Street including the 905/906/907/908 from the city
- There is limited, timed free parking in the surrounding streets. Check parking signs
- Disabled parking in rail carpark next to library
- Two EV charging points in the rail carpark

Venue transport map



Pictures

Empty room



Empty room



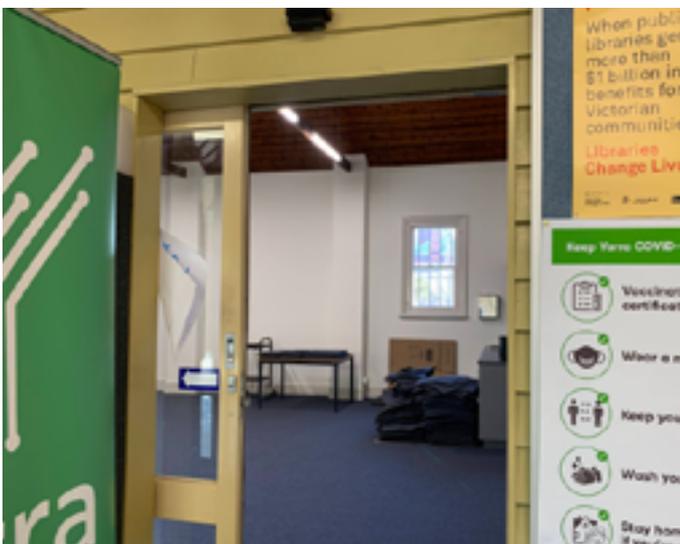
Kitchenette



Kitchenette



Main entrance



Control for front door - Auto/Off



Pictures

Heating/Cooling



Lights



Fan



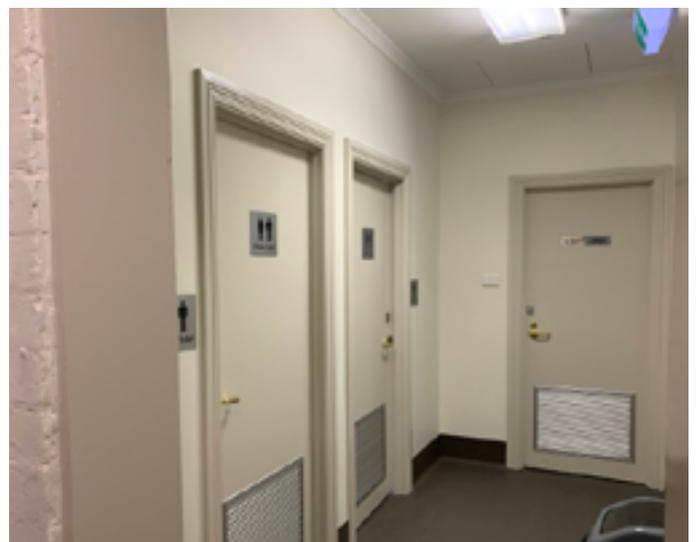
After hours slot



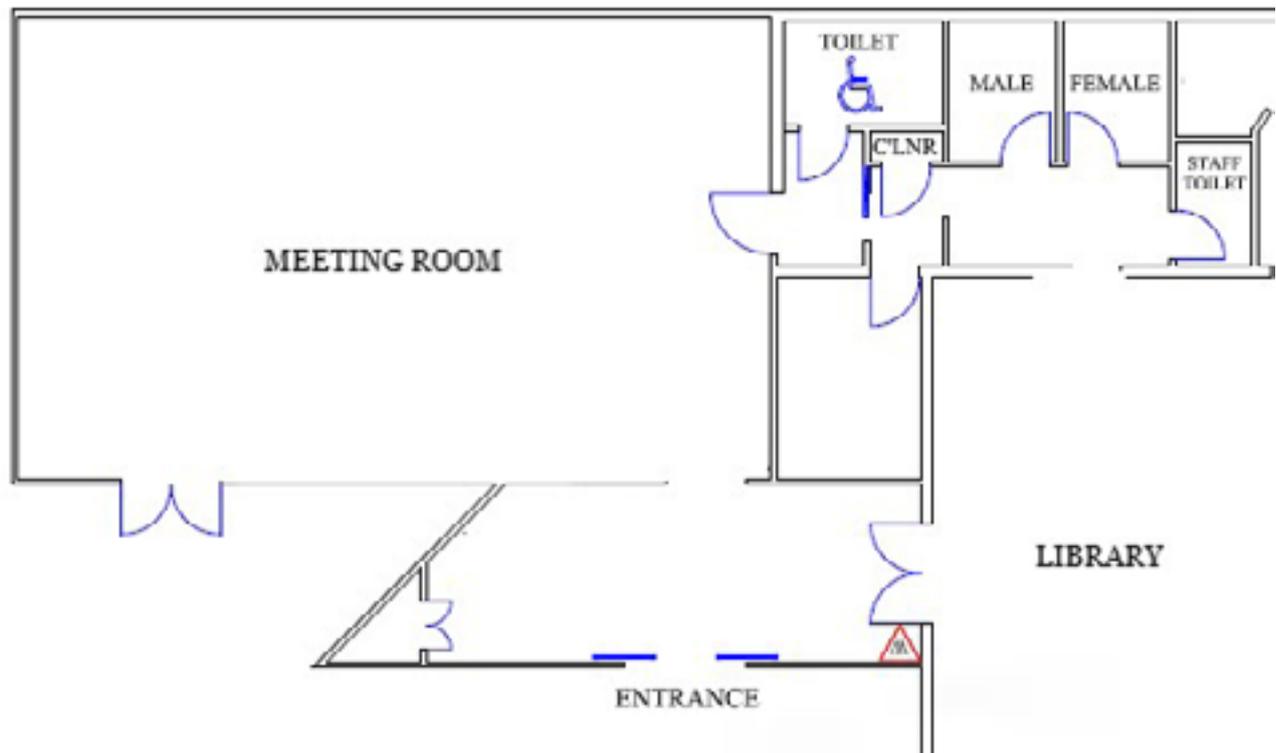
Tables



Toilets



Floor Plan



End of Event Checklist	Yes
Kitchen appliances switched off	
Kitchen appliances wiped down	
Kitchen bench wiped down	
Air conditioning, fans and heating switched off	
All windows and doors secured and locked	
Tables wiped down and stacked and returned to original location	
Chairs stacked and returned to original location (no more than 5 high)	
Decorations signs and banners removed	
Rubbish placed in correct garbage bins (excess rubbish removed)	
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 venuesandevents@yarracity.vic.gov.au	
Charges may apply for equipment damaged or not cleaned	
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	
If you paid a bond -Bond is refunded by EFT transfer and may take up to 30 days after hire date. Council will process a bond refund based on return of swipe card and good condition of the venue	
If you haven't already supplied your bank details, please send the following to venuesandevents@yarracity.vic.gov.au	
Bank Name:	
Bank Account Name:	
BSB:	
Account:	

Thanks, and we hope you have a great event.