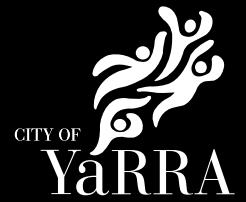# Fitzroy Library
# Meeting Rooms

## Venue Manual

**128 Moor Street, Fitzroy**
**Underneath Fitzroy Town Hall**
Managed by: Venues and Events
venuesandevents@yarracity.vic.gov.au

**03 9205 5577**

# Fitzroy Library Meeting Rooms 1 and 2

128 Moor Street, Fitzroy (Under Fitzroy Town Hall)

| Quick Access Guide | |
|---|---|
| **Key collection** | The swipe card for this venue will be available for collection during **Library opening hours.**<br><br>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.<br><br>**If you do not collect the swipe-card, you will not be able to access the venue** |
| **Access doors** | **ENTRY:**<br>**When library is open:** Librarians will give you access<br>**When library is closed:** Access is via the door in the rear courtyard behind the library. See page 9 for more information<br>For security alarm codes, follow the instructions with the swipe-card.<br>**EXIT at end of booking:** Please make sure doors are secure and follow key-drop instructions. |
| **Where to find switches** | **Lights:**<br>Meeting Room 1 (MR1): Switches are on the right of the door<br>Meeting Room 2 (MR2): Switches are on right as you enter, behind the door<br>**Heating and cooling:** There are automated heating/cooling units in both rooms set to a comfortable temperature range. |
| **What is supplied**<br>**(See equipment chart on page 7 for more details)** | • 30 chairs (MR1), 10 chairs (MR2)<br>• 6 tables (MR1), 1 table (MR2)<br>• Whiteboard (both)<br>• Kitchenette with kettle and sink<br>• Limited wifi, see page 5 |
| **What is NOT supplied** | No crockery, cutlery, sponges, dishwashing liquid<br>No projector, screen, computer, whiteboard markers and erasers |
| **What to bring** | Bring a sponge, liquid cleaner, tea-towels and paper towel, First Aid kit |
| **Contact details** | **Enquiries:** Business hours venuesandevents@yarracity.vic.gov.au or 03 9205 5577<br>**Emergency:** Call 000 Fire/Police/Ambulance<br>**After** you have called Emergency and it is safe to do so, call Yarra Council after hours 03 9205 5555 to report the Emergency.<br>See page 5 for more details. |
| **Hours** | You must set up and pack up within your booked hours<br>Please see page 4 for more information on noise restrictions |
| **Capacity** | **Meeting Room 1:** 30 people. **Meeting Room 2:** 10 people |

**End of event checklist -** Please see the checklist on page 11 for how to close up the venue

## Contents

## 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 the event date.

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

**Hire of the Fitzroy Library meeting rooms does not include any other areas of the library.**

## Access, transport and parking

- **Wheelchair accessible**
- **Disabled parking space on Condell Street, near Napier Street.**

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:** Collect swipe-card from Fitzroy Library during library opening hours.
- **If your booking is outside library opening hours,** you will need to collect the swipe card during library opening hours – the librarians will instruct you how to disarm the alarm and return the swipe card
- **After hours entry:** Access is via the door in the rear courtyard behind the library. The entrance to this courtyard is to the right of the library entrance.
- **Alarm codes:** follow the instructions with the swipe card.
- **Do not leave the external door open, there is an intercom for latecomers**
- **Exit at end of booking:** please ensure all doors are securely locked
- Follow the instructions provided by librarians to return your swipe card straight after your booking. Do not take it home with you
- Failure to return swipe may incur an additional fee for swipe replacement.

## Heating and cooling

There are heating/cooling units in both rooms. These units are automatically set to a comfortable temperature range and are centrally controlled.

## Noise

- As the meeting room is located within a library, noise levels must be controlled during office and library opening hours.
- We may retain your bond or cancel your booking for unresolved noise complaints.
- Please be respectful when leaving the venue at night as this is a residential area.

## 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 venue.
- Know where emergency equipment is located (such as fire extinguishers). See emergency map in venue for more details.

## Emergency

In the event of emergency, the hirer will be responsible for coordinating the 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. 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 opposite the Fitzroy Library at Whitlam Place on the corner of Moor and Napier Streets.
- Secondary area is located opposite the Fitzroy Town Hall at Condell Park on the corner of Napier and Condell Streets.

The safety of the hirer, venue and guests is the hirers' responsibility.

The 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 WiFi 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 or technical support.

### 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 AV equipment (microphones, speakers, projector)
- No whiteboard markers or erasers
- If you are planning a large event, please bring bags to remove any excess rubbish

### 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 the venue.
- Any equipment, cabling or power boards brought on-site must show the appropriate electrical testing tags.
- No equipment is to be left in the venue after end of hire period.

## Toilets

Toilets including an ambulant toilet and baby change facilities are available.

## 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

## Bond

Your bond will be returned in full provided there is no damage to the venue, no 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 with librarians and library patrons
- 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 and glass inside the library.

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.

# Equipment List

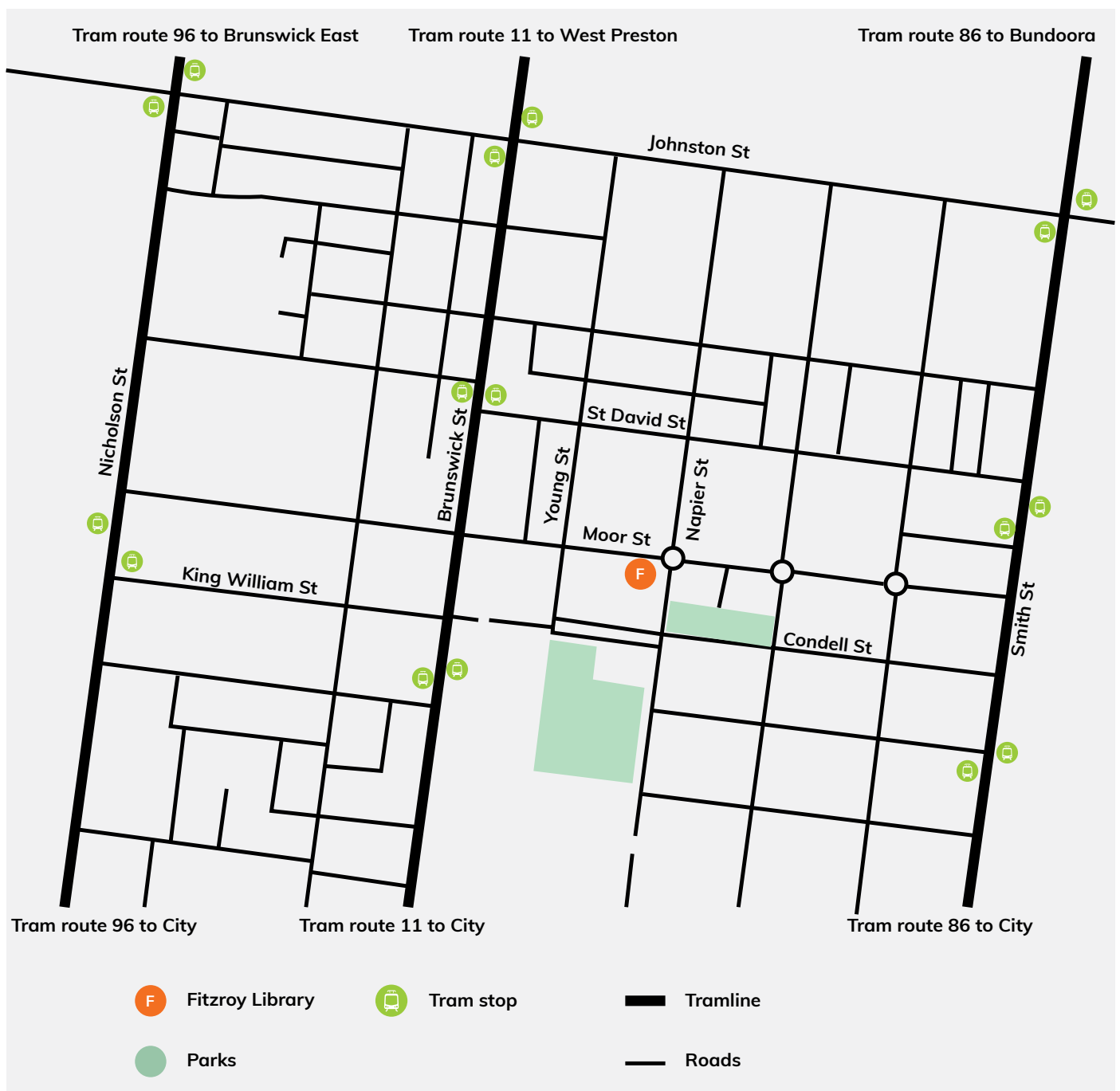| Equipment | | Notes | Measurements |
|---|---|---|---|
| Chairs | MR1: 30<br>MR2: 10 | Stacking: maximum 5 high.<br>Black with metal legs | |
| Tables | MR1: 6<br>MR2: 1 | Room should be returned to the original set up at the end of your booking | Seating 4-6<br>MR2 table 240cm x 120 cm |
| Whiteboard | Both rooms | BYO markers and erasers | |
| Internet | | Free WiFi is available to library members however we recommend that you do not rely on this for presentations | |
| Kitchenette | Available upon request from librarians | •Small refrigerator<br>•Dishwasher<br>•Microwave<br>•Hot water (kettle) | |
| Floor space | MR1: 6m by 7m<br>MR2: 5m by 4m | Carpeted floor | |

# Location and Transport

Fitzroy Library is located on Moor Street underneath the Fitzroy Town Hall.

## Transport options:

- Tram route 11 runs up Brunswick Street, stop 14, corner of Hanover and Brunswick Streets
- Tram route 86 runs along Gertrude Street, Stop 14 corner of Napier and Gertrude Streets
- There is limited, timed free parking in the surrounding streets. Check parking signs
- There is a disabled car space located in Condell Street near the corner of Napier Street

## Venue transport map

# Pictures

**Meeting Room 1**
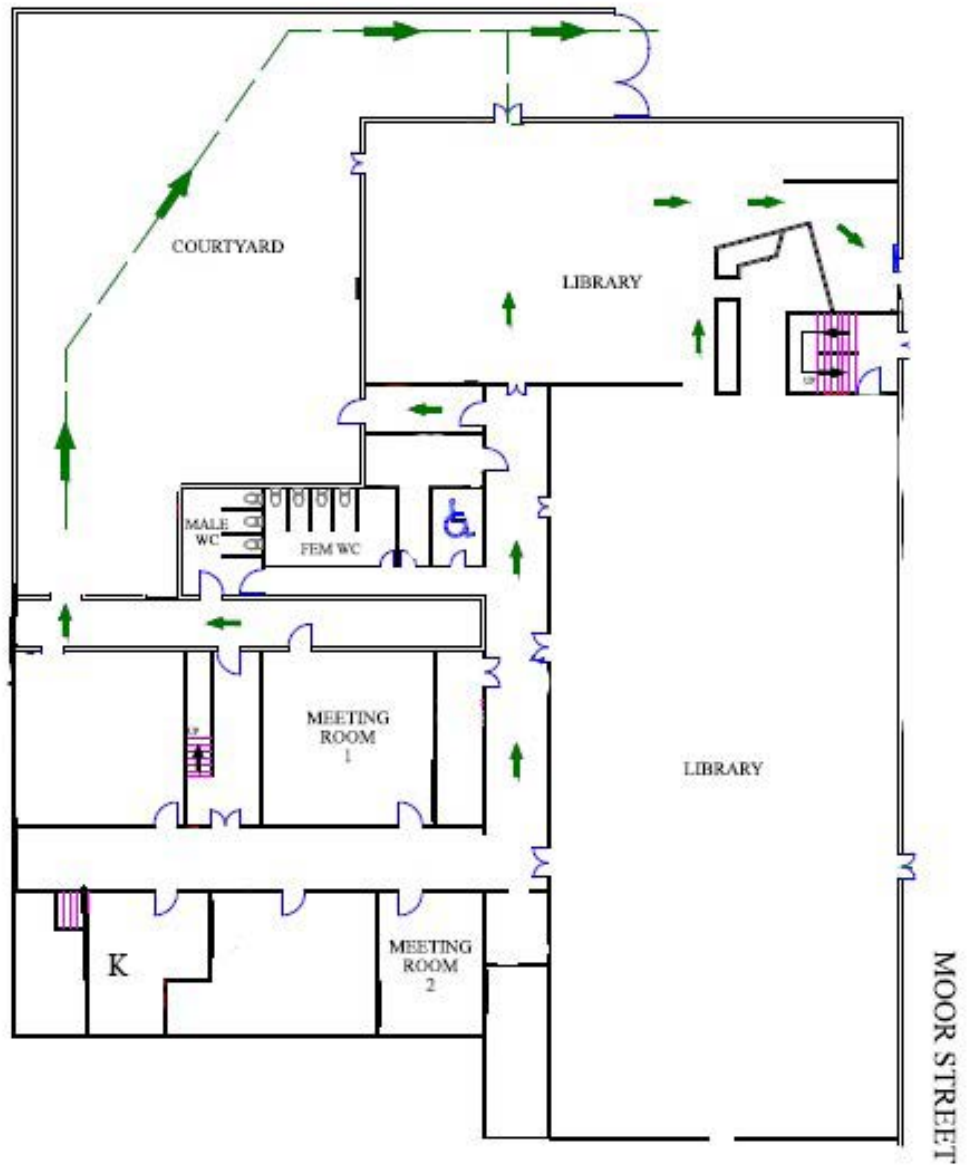


**Meeting Room 2**



**Tea point**



**Tea point**



**After hours entry**



**After hours entry**

# Floor Plan

YARRA LIBRARIES FITZROY
128 MOOR ST
FITZROY VIC

| End of Event Checklist | Yes |
|---|---|
| Kitchen appliances switched off | |
| Kitchen appliances wiped down | |
| Kitchen benches 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 (including blu tack and tape if used) | |
| Rubbish removed and placed in correct bins provided | |
| Check you have all your belongings | |
| Lights switched off | |
| Ensure all external doors are closed and cannot be opened from outside | |
| Report any damage and feedback to venuesandevents@yarracity.vic.gov.au | |
| **Charges may apply for equipment damaged or not cleaned** | |

| After event | Yes |
|---|---|
| Return swipe-card to librarians or as instructed for after hours bookings | |
| Council will process a bond refund based on return of swipe card and good condition of the venue | |
| Bond is refunded by EFT transfer and may take up to 30 days after hire date. 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: | |