

Venue Snapshot

Chatswood Library – Willoughby Room (meeting Room 3)

Special Conditions:	<ul style="list-style-type: none"> No Alcohol on Premises No Private Function (e.g. Birthday Party) No food or drink, other than bottled water, may be brought into or consumed in the library with the exception of the Willoughby Room Hirers must follow the direction of library staff at all times.
Room Dimensions:	7.3m x 5.6m
Room Capacity: N.B Please see layout diagrams next page	People: 25 (for all layouts)

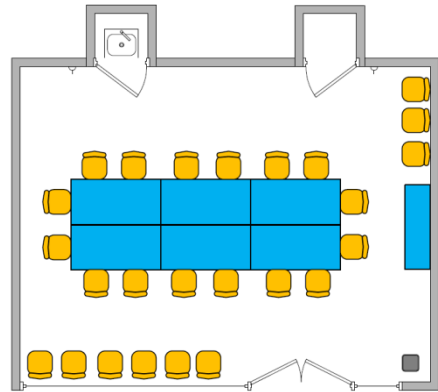
✓ = available at this venue x = not available at this venue \$ = available for hire at this venue (fees apply)

Amenities	Kitchen/Catering	Technology	Equipment/Furniture
✓ Disabled access	x Kitchen - Full	x Audio Visual system	✓ Tables - Full Trestle Size (6)
x Outdoor area	✓ Kitchenette - sink & hot water	x Amplifier	x Tables - Childrens Size
x Outdoor area - with playground equipment	\$ Tea/Coffee Crockery - Dry Hire	x Projector - Inbuilt	✓ Seating - Chairs - Adult size (25)
✓ Air conditioning	x Luncheon Crockery - Dry Hire	\$ Projector - Portable	x Seating - Chairs – Children's Size
x Heating	✓ Cutlery - Limited	x Projector screen	x Seating - Couch or arm chairs
x Ceiling Fans	✓ Water glasses	x Computer/PC	x Piano
x Electric Fans	x Alcohol permitted with conditions	x Whiteboard - Inbuilt	x Table Tennis Table
\$ Parking	x On site Café	\$ Whiteboard - Electronic	x Pool Table
\$ Disabled parking	x On site Catering	x Whiteboard Portable	x Gym Equipment
x Toilet facilities (internal)	x Oven	✓ WiFi (public use)	x Portable partitions
✓ Toilet facilities (external-public use)	x Stove	x Lectern	x Trolley - Upright
✓ Accessible toilet (public use)	x Microwave	x Projector trolley	✓ Bins
✓ Shower Facilities (public use)	x Dishwasher		
x Storage	x Fridge - Full size		Flooring
x Basketball/Futsal Courts	✓ Fridge - Bar fridge size		✓ Flooring - Carpeted
x Stage	x Hot Water - Kettle		Flooring - Dance Floor
✓ PowerPoints (2)	✓ Hot Water - Zip System		Flooring - Vinyl Floor
	x Hot Water - Electric Urn		Flooring - Polished Timber

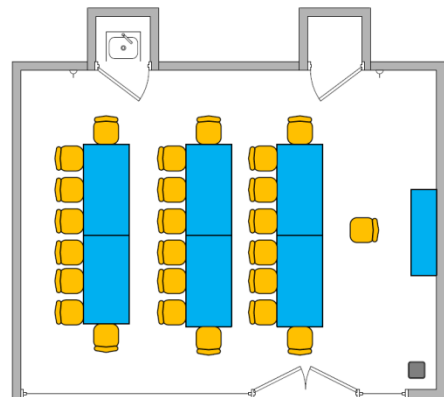
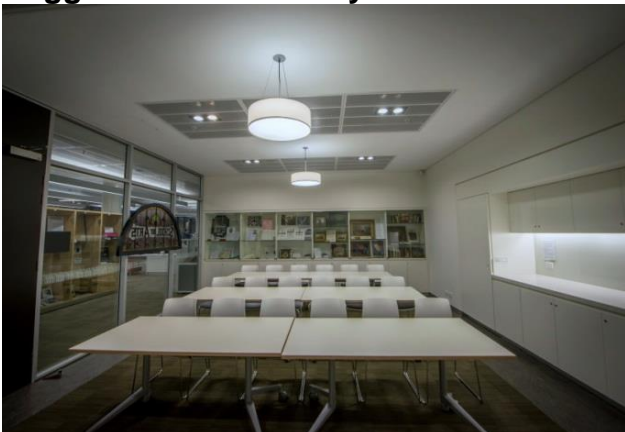
Suggested Room Layouts

(Hirer must set up room)

Suggested Meeting Layout



Suggested Seminar Layout 1



Suggested Seminar Layout 2

