

## Venue Snapshot

### Chatswood Library – Willoughby Room (meeting Room 3)

<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>No Alcohol on Premises</li> <li>No Private Function (e.g. Birthday Party)</li> <li>No food may be brought into, or consumed in the library, with the exception of the Willoughby Room</li> <li>Hirers must follow the direction of library staff at all times.</li> </ul>
<b>Room Dimensions:</b>	7.3m x 5.6m
<b>Room Capacity:</b>	<b>People: 25 (for all layouts)</b>

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

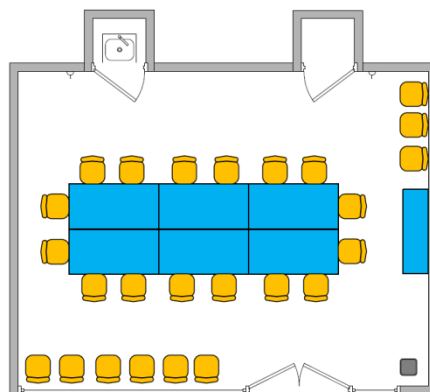
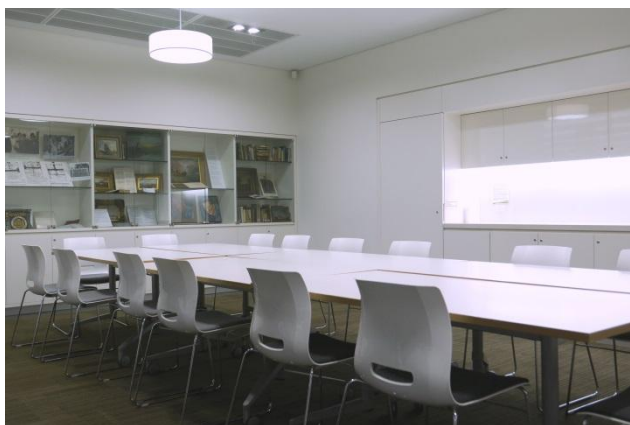
Amenities	Kitchen/Catering	Technology	Equipment/Furniture
✓ Disabled access	x Kitchen - Full	x Audio Visual system	✓ Tables - Full Trestle Size (8)
x Outdoor area	✓ Kitchenette - sink & hot water	x Amplifier	x Tables - Childrens Size
x Outdoor area - with playground equipment	<b>\$ Tea/Coffee Crockery - Dry Hire</b>	x Projector - Inbuilt	✓ Seating - Chairs - Adult size (25)
✓ Air conditioning	x Luncheon Crockery - Dry Hire	<b>\$ Projector - Portable</b>	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
<b>\$ Parking</b>	x On site Café	x Whiteboard - Electronic	x Pool Table
<b>\$ Disabled parking</b>	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		<b>Flooring</b>
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

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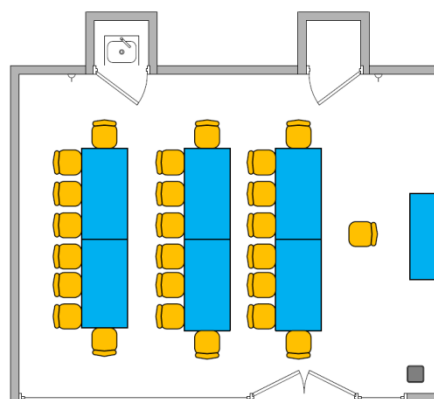
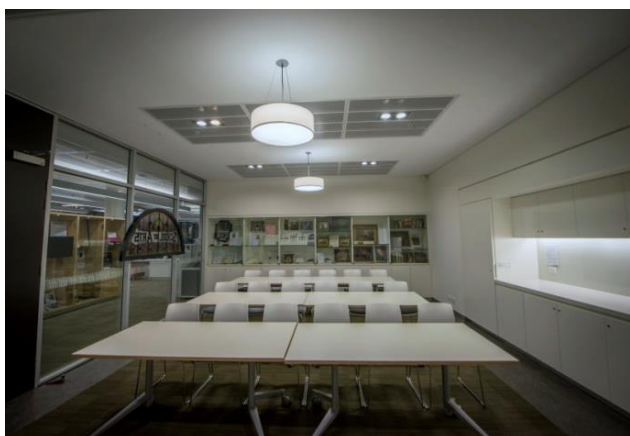
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### Suggested Room Layouts (Hirer must set up room)

#### Meeting Layout



#### Seminar Layout 1



#### Seminar Layout 2

