

Venue Snapshot

Chatswood Library – Meeting Room 4



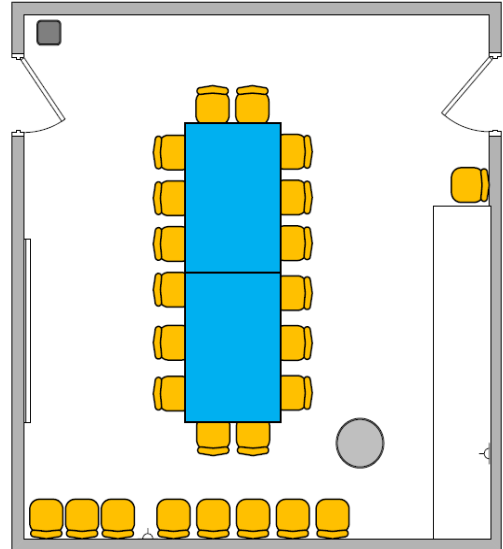
Special Conditions:	<ul style="list-style-type: none"> • No Alcohol on Premises • No Private Function (e.g. Birthday Party) • No food may be brought into, or consumed in the library, with the exception of the Willoughby Room • Hirers must follow the direction of library staff at all times.
Room Dimensions:	6.3m x 5.9m
Room Capacity:	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	✓ Audio Visual system	✓ Tables - Full Trestle Size (2)
x Outdoor area	x Kitchenette - sink & hot water	x Amplifier	x Tables - Childrens Size
x Outdoor area - with playground equipment	x Tea/Coffee Crockery - Dry Hire	x Projector - Inbuilt	✓ Seating - Chairs - Adult size (25)
✓ Air conditioning	x Luncheon Crockery - Dry Hire	x Projector - Portable	x Seating - Chairs – Children’s Size
x Heating	x Cutlery - Limited	x Projector screen	x Seating - Couch or arm chairs
x Ceiling Fans	x Water glasses	x Computer/PC	x Piano
x Electric Fans	x Alcohol permitted with conditions	✓ Whiteboard - Inbuilt	x Table Tennis Table
\$ Parking	x On site Café	x 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 (1)
✓ Shower Facilities (public use)	x Dishwasher		
x Storage	x Fridge - Full size		Flooring
x Basketball/Futsal Courts	x Fridge - Bar fridge size		✓ Flooring - Carpeted
x Stage	x Hot Water - Kettle		Flooring - Dance Floor
✓ Power Points (2)	x Hot Water - Zip System		Flooring - Vinyl Floor
	x Hot Water - Electric Urn		Flooring - Polished Timber

Suggested Room Layouts

Meeting Layout



Seminar Layout

