

Venue Snapshot

Chatswood Library – Meeting Room 1A



Special Conditions:	<ul style="list-style-type: none"> No Alcohol on Premises No Private Functions (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:	5.5m x 4.5m
Room Capacity:	People: 12

✓ = 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 (2)
x Outdoor area	x Kitchenette - sink & hot water	x Amplifier	x Tables – Children’s Size
x Outdoor area - with playground equipment	x Tea/Coffee Crockery - Dry Hire	x Projector - Inbuilt	✓ Seating - Chairs - Adult size (12)
✓ Air conditioning	x Luncheon Crockery - Dry Hire	\$ 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	✓ 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 (8)	x Hot Water - Zip System		Flooring - Vinyl Floor
	x Hot Water - Electric Urn		Flooring - Polished Timber

Suggested Room Layout

Meeting Layout

