



# HIRER'S GUIDE

## Leichhardt Library Meeting Room

Piazza Level, Italian Forum,  
23 Norton Street, Leichhardt

### **Contacts**

The venues team is available Monday - Friday, 9am to 5pm.

Tel: 02 9392 5923 or

Email: [bookingsteam@innerwest.nsw.gov.au](mailto:bookingsteam@innerwest.nsw.gov.au)

### **Access and maintenance**

For access and maintenance issues, contact Inner West Council's after-hours service on 02 9392 5000.

### **In case of emergency**

In the event of an emergency, call 000 for the police, ambulance or fire brigade.



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## 1. BEFORE YOUR EVENT

### 1. Before your event: What you need to know

Thank for you choosing to hire a venue with Inner West Council.

Use this guide before and during your hire to ensure everything runs smoothly and you get the most out the venue.

Community venues are not staffed and Council employees that work at the site are unable to assist during your hire. We recommend that you print this guide so you can refer to it as needed.

Our venues are also hired without catering equipment (such as plates and glasses) or cleaning equipment.

### **Access**

#### **1. 2 Access**

This venue is on Leichhardt Library premises and available during Library opening hours.

The meeting room is on the left-hand side of the Library past the information desk. The room is next to the sign for the Children's Library.

Venue access is during your hired hours only as the venue may be in use by other hirers directly before or after you.

Library staff will provide access to the room and keys to the AV cupboard.

We wish you a successful event and hope to see you again.



### **1.3 Parking**

There is timed and ticketed street parking on site on Norton Street or Balmain Road.

The Italian Forum carpark has 2-hour free parking. You will require a parking card available from the information desk at the Library.

### **1.4 Deliveries**

Deliveries must be when you are on site as there is no one to accept deliveries on your behalf. We recommend using the Italian Forum carpark.

### **1.5 Decorating the space**

Our venues are a blank canvas to create your perfect event and you are welcome to decorate the space, just leave the space as you found it.

To avoid damaging the venues please do not:

- Use sticky tape or any other adhesive on surfaces.
- Do not use screws, nails on floors or walls.
- Use wax, powder or wet floors for dancing.
- No open flames (candles, incense, heaters, fireworks, matches). These will set off the fire alarms and will result in a false alarm fire charge of \$1600 by NSW Fire Service.

No smoking is permitted anywhere inside or within 10 metres of any council building. If your guests do smoke please ensure they dispose of their butts.



### 1.5 Facilities

<b>Furniture</b>	Tables: 2 tables (1800 by 900 mm) Chairs: 25 chairs
<b>Kitchenette</b>	Kitchen sink with warm water.
<b>Toilets</b>	Shared facilities are located outside of the Library in the forum.  Female toilets Male toilets Unisex accessible toilet

### 1.6 AV facilities

<b>Projector and drop-down screen</b>	See instructions below
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## 2. DURING YOUR EVENT

### 2.1 How to access and exit the venue.

<b>Street access</b>	Access through the Library's front doors on the ground floor of the Italian Forum. The Library is on the right-hand side of the forum.
<b>Accessible entrance</b>	Same entrance as above.



## 2.2 AV Instructions

### About the AV equipment

You can project content from your device, (e.g. laptop) to the drop down projector screen.

### Equipment available

- Large drop-down projector screen with remote control
- Projector with remote control
- Wireless mouse (available from staff at information desk)

### Instructions

1. There is a light is located top right-hand side in cupboard.
2. Attach HDMI cable to your device.
3. Use the Screen Technics remote (labelled screen) to lower and raise screen (arrow functions labelled one).
4. The projector is controlled by the Epson remote. Turn on using the remote (be sure to point remote to the projector).
5. Turn on amplifier. Turn the dial for volume.

### To power down

1. Turn the projector off via the button on the remote, this will need to be pushed twice (once to bring up the off option, the second time to confirm). Point the remote to the projector.
2. Raise the screen by using the screen remote and pushing the up button (labelled one). Point the remote to the wall.



### 2.3 Handover Checklist

We hope you have enjoyed your event at the Leichhardt Library meeting room.

As this is a community venue, we ask that leave the venue as you found it for the next hirer.

Please complete this form and return to [bookingsteam@innerwest.nsw.gov.au](mailto:bookingsteam@innerwest.nsw.gov.au) no more than 2 days after your event. If you did not use certain equipment i.e. stove, please place n/a in box. All other items can be ticked when completed.

Many thanks for booking your event with us and we hope to see you soon.

Room	Checklist	Done
<b>Meeting Room</b>		
	Layout	Tables and chairs should be stacked and returned as found.
	Garbage	Use bins provided
<b>General</b>		Lights turned off
		Doors closed and locked
<b>AV</b>		Turn off all AV equipment, turn off light and return remotes to AV cupboard.
		Lock the AV cupboard and return keys to staff at the information desk.

### Defects and repairs

Please use the space below to let us know of anything that is not working correctly so that we can repair for the next hirer.