



Curtin University Library
TL Robertson Library B105

Events & Exhibitions
Information Pack

Purpose of this document

This pack provides information on the spaces available for Curtin University staff to book for their events and exhibitions at the TL Robertson Library, building 105. This includes:

- Level 7 - a new multi-use floor with
 - L7 Events “The Lantern”, a dedicated events space
 - L7 “The Glasshouse”
 - L7 Prep space with terrace and open floor area
- Level 4
 - A new level four outdoor terrace
 - Two Training Rooms with a retractable wall that can be booked separately or together.

Should you require any additional information not contained in this document please contact the Library Venues Assistant via library-events@curtin.edu.au.

Library spaces are currently only bookable by Curtin staff and students for Library/University-organised events.

Note: The Library does not offer event management services, all organising and running of the event is to be done by the requesting party.

How to book a space

Requests to book a space mentioned in this document should be made to the Library Venues Assistant, at library-events@curtin.edu.au. Approval will be subject to venue availability and the suitability of the event.

At this time the Library is not accepting external bookings; all bookings must be made by a Curtin staff area or student club. That person/area is responsible for managing the event.

Accessing the spaces

The main part of Level 7 is a multi-use floor and will be used for student study the majority of the time. The Level 7 events spaces are not accessible unless an event is being held.

If you wish to have a look at the events space, please contact library-events@curtin.edu.au to arrange a suitable time.

Signage/wayfinding for your event

You will need to liaise with the Library with regard to signage and wayfinding solutions.

Additional furniture or moving existing furniture

Furniture and equipment available for use in the spaces is listed in the ‘Spaces Available’ section below. If additional furniture and equipment is required, the requestor will need to arrange this at their own expense. Note that the Library’s elevators must be used to move furniture and equipment between floors, so elevator capacity and weight limits must be taken into consideration in addition to any campus restrictions on vehicle movements (<https://properties.curtin.edu.au/getting-here/service-access/>). If using an external company, their staff will need to be inducted by Curtin. Perth Business Relocations (<https://perthbusinessrelocations.com.au/contact/>) are familiar with Curtin and the Library and have people who are inducted to Curtin.

Deliveries should be made in line with the Curtin [VAMPS](#) limitations as the Library is inside the core area of the University and does not have roadside access.

Please note that if you are needing to get equipment or catering delivered to the Library for your event, there are impacts to the access route due to ongoing building works.

Wark Avenue closed for B316 Sciences construction. Refer to the link for further information: https://staffportal.curtin.edu.au/homepage/news-and-events/staff-news/blog/wark-avenue-closed-for-b316-sciences-construction/?utm_source=curtinweekly&utm_medium=email&utm_campaign=um-corp-curtinweekly

Any changes to the furniture layout are the responsibility of the requestor and the room must be returned to its original layout as soon as practicable after the event. If Curtin staff are moving furniture, they must adhere to Curtin's OHS policies and procedures.

AV support

There is AV in the Level 7 "The Lantern" space, consisting of two large projector screens with sound and microphones. The Library does not provide AV support so you will need to liaise with DTS if you wish to have AV support on-hand. Further information is available later in this document.

One 85" TV on wheels available for use in the other spaces on Level 7.

The Level 4 Training Rooms have the same AV equipment set up as a general teaching space.

Costs

Use of the space is currently free of charge to Curtin staff / student events. Please note that the costs and organisation of furniture moves, catering, additional AV, post-event clean and other equipment are the responsibility of the party hosting the event. Events happening on weekends may incur a cost due to additional staffing requirements.

Catering and catering equipment

There are no cooking facilities available in the event spaces. All catering is to be organised by the requestor via a catering company. A list of preferred catering suppliers can be supplied.

Deliveries should be made in line with the Curtin [VAMPS](#) limitations as the Library is inside the core area of the University and does not have roadside access.

As part of your booking, you can request access to the Level 7 Prep Space, which includes:

- Long preparation benches
- Two fridges with one full size freezer
- Two large sinks with hot and cold water
- Instant hot water and filtered chilled water – 'Zip' tap. Note that this only has a limited supply, large requirements for hot water should make use of the urn that is supplied.
- Trolleys
- Cleaning materials
- One standard microwave
- Cutlery, crockery, glasses and mugs for up to 24 guests - available on request (if more is required this must be arranged by the requestor).

If there are any other catering equipment/supplies required for your event, these must be arranged by the requestor: for example, table coverings/dressings or serving utensils. Please note that by

placing a booking, you are accepting the conditions of use of the Level 7 Prep Space. Note particularly:

- The space has heat detectors and smoke detectors. These will activate if the temperature exceeds 55 degrees Celsius and/or if smoke is detected. If the fire alarms are set off, this will cause an evacuation of the entire building with which you and the event will have to comply. Charges are applicable from DFES for false alarms. A false alarm is when there is no actual fire but your equipment has set off the alarms.
- No fryers or other cooking equipment are to be used without prior consultation. It is likely permission would be refused due to OHS risks.
- Any warmers should be of the sort that do not emit excessive steam.

Providing Alcohol

If you will be supplying alcohol at your event, please see <https://properties.curtin.edu.au/visit-curtin/host-event/liquor/> for Curtin University and State policies and requirements around alcohol. Any relevant approvals should be submitted to the Library before the event.

Health and Safety

The floor has emergency evacuation plans posted in the required locations. It is the responsibility of the event hosts to ensure that they make the attendees aware of the relevant information around evacuations. Hosts are also responsible for ensuring that the floor is cleared in the event of the evacuation alarms sounding.

Risk Management

For any event using the level seven terrace or the level seven spaces, the requestor will be required to complete a Risk Assessment via CHARM. A copy of the approved risk assessment should be provided to the Library Venues Assistant, prior to the booking being approved.

Cleaning and Waste Management

It is the responsibility of event hosts to ensure that no rubbish, personal items or equipment is left in the space after use. At the end of use, the event hosts must:

- Remove all equipment, exhibition stands, decorations, fixtures etc.
- Remove large items such as pallets, boxes, banners and containers.
- Make note of any spillages and report them to library-events@curtin.edu.au If any of these require additional specialised cleaning this will be charged back to you.
- Ensure items are not affixed to walls, doors, glass, floors, etc.
- Clean any crockery, cutlery, serving platters or other catering items used and return these to their original location.
- Arrange for a special cleaning via Curtin Properties and Management (<https://properties.curtin.edu.au/home/online-form/>)

Terms and Conditions

- It is incumbent on the person/department booking the space that they are aware of and adhere to all Curtin policies, procedures and University bylaws related to the activity they are doing.
- The Library does not allow any political activism or protests in its spaces.
- All risk and responsibility for the activities occurring in the space are those of the booking person/department.

- Any incidents must be reported and logged in CHARM and the Library made aware as soon as is practicable.
- Any security incidents must be reported to the Safer Community Team immediately.
- Please review Curtin's copyright requirements if you plan to [play music](#) or [screen films](#) as part of your event.
- Any damage or misuse of furniture or equipment needs to be reported to the Library as soon as is practicable. Areas may be liable for payment for any repairs or replacement of furniture and equipment.
- If alcohol is being served, any intoxicated person(s) must be escorted out of the Library immediately.
- Patrons attending events in the Library spaces are not permitted to wander through the rest of the Library without prior permission from the Library. The Library is primarily a study environment for students and they must not be disturbed.
- If an event has caused disturbance or damage or in any other way impacted on the Library in an adverse way, the area being represented may be barred from using the spaces in the future.

Available Spaces

The Library spaces are made available for the Curtin community and feature a mix of different use areas.

Please contact library-events@curtin.edu.au for availability and any other information.

Indicative Costs (note: additional charges for special cleaning and administration may apply)

Space	Half Day (ex GST)	Full Day (ex GST)
The Lantern*	\$400	\$800
Events Preparation and Balcony*	\$200	\$400
The Glasshouse*	\$200	\$400
Open Floor*	\$400	\$800
Level Four Terrace*	\$200	\$400
Level Four Training Rooms*	\$200	\$400

*No charge for Curtin Staff or Students for Curtin related events. Events on weekends may incur a cost due to additional staffing requirements.

Level 7

Level 7 is a new multi-use floor that contains:

- **The Lantern**, a dedicated events space.
- **The Glasshouse**, a versatile open space for activation.
- **L7 Open Floor**, general student study space that may be utilised for a large-scale event if an event is significant enough. # Note, there are limitations around semesters for this.
- **L7 Prep Space**, an events preparation space with **Balcony** access that can be booked as a stand-alone space or in conjunction with the other Level 7 spaces (see floor plan linked below).

#The entire floor may be available to book for a large-scale event, however, as the floor also contains study areas for students, bookings during semester may not be available. There is seating for around 200 people, however the floor is not all one space (L7 Glasshouse sits in the middle). It is advised to view the space before deciding if it is desirable for your event as there is a lot of furniture changes that you will be required to facilitate. The open floor also has no AV available which means this all needs to be brought in and removed and will be taken into consideration as part of any booking.

Bookings are at the discretion of the University Librarian.

Level 7 has two lifts servicing the floor (lifts 1 and 2). If you have a large event it is advised that you ensure that you have enough resources to take control of the lifts (we can provide the keys to do this) so that you can shuttle people from the main entrance floor of the Library (L 3) up to level seven. These lifts can also be accessed from all levels of the Library.

The Lantern

The Lantern is a multi-use, 200sqm space, with an expansive view to the south campus. The space is available to book Monday to Friday between 7am and 8pm. Times outside of this may incur charges due to staff members needing to be present.

Features include:

- Audio Visual screens at each end. These are 120" in size.
- A computer connected to the AV system. You can also connect in your own laptop using a HDMI cable. There will be an HDMI cable in the AV cupboard. Power boards and extension cords are also in the storeroom.
- iLecture functionality.
- 12 x 4-person rectangle tables (tables do have casters at one end to allow moving, more chairs can be put around each table depending upon your needs and 96 chairs).
- Access to events preparation space.
- Retractable curtain.
- Lectern with built in screen, microphone and inputs.
- 2 x handheld microphones and 4 x lapel microphones.
- Close location to events preparation space.
- The events preparation space can also double as a drinks/service place with access to the external balcony. The balcony has limited rain and sun protection but does have some wind protection.

The Lantern is suitable for the following:

- Sit down event. There are 14 tables (1800mmx700mm) in standard setup. Please contact the Library to have a look at the space to see if suitable. Depending upon the layout you may be able to fit more people in.
- Standing event. The space can accommodate up to 150 people.
- Theatre style event. The room can be setup for up to 120 people in theatre style quite easily. More chairs are available depending upon what else may be happening across level seven. Please contact the Library for more information.
- Additional furniture can be brought in if deemed necessary.
- Cocktail events (10 high cocktail tables are available).



The Glasshouse

The level seven Glasshouse space is an open 240sqm area. This can be used in conjunction with the other spaces on the floor, however, as this would require closing the space to students, events during semester may not be possible. Exhibitions and student focused displays in this space during semesters are more suitable than setting the space aside for dedicated use.

Features include:

- 240sqm space.
- No AV, however, 1 x 85" mobile TV is available.
- Floor boxes with power.
- Open space.
- Close to events preparation space.

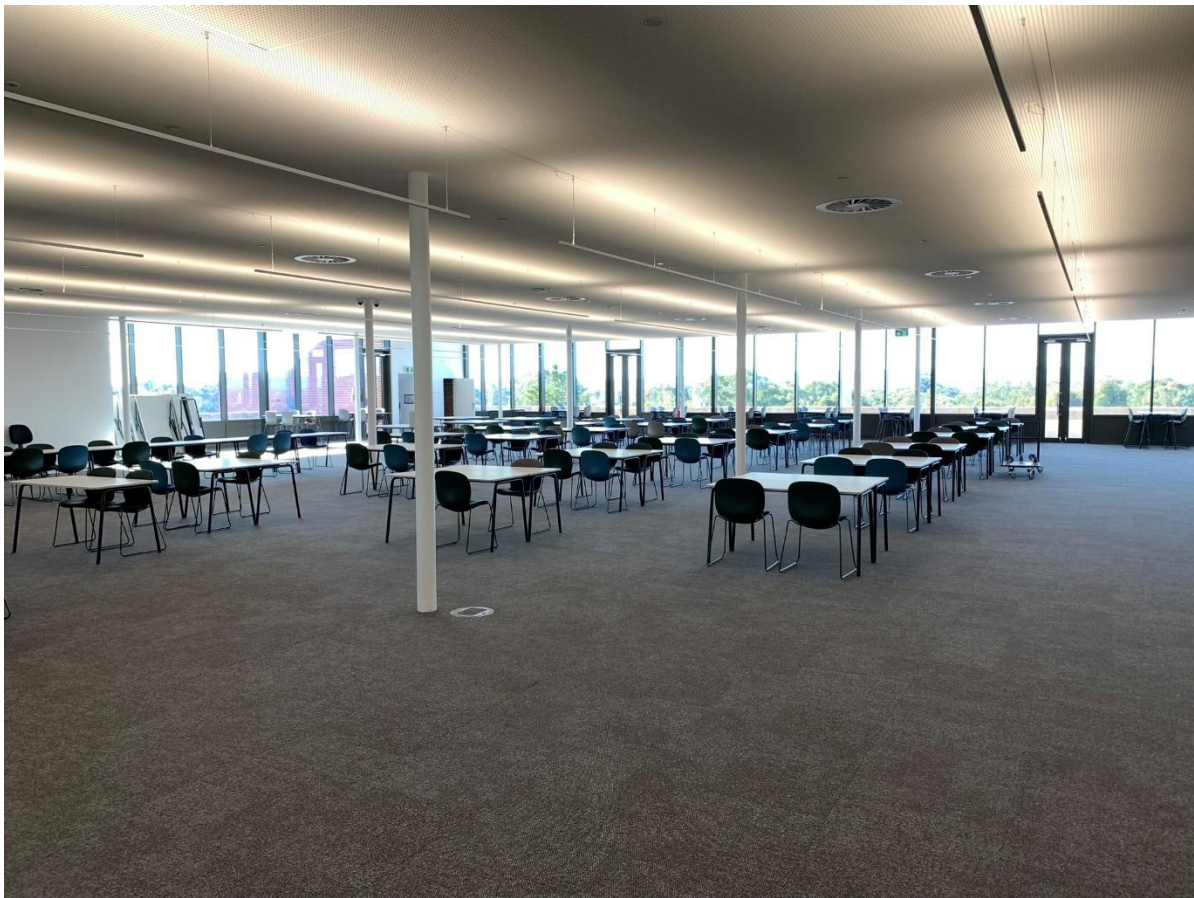


L7 Open Floor

The open floor space may be used for larger events however, as this would require closing the entirety of level seven to students, events during semester may not be possible.

There is no dedicated AV in this space at all and you would need to bring this in. The time taken to assemble and remove this sort of equipment (AV, stages etc) needs to be taken into account when looking at how long the space would be unavailable to students. Movement of furniture would require external removalists due to amount and OHS risk of doing this. Typically, events have required a full day for setup and half a day for reset after the event. This is all at the cost of the event organiser.

If holding an event here the maximum number of people if required to be seated would be around 160 in theatre style.



L7 Prep Space and Balcony

This space is designed to be used for catering preparation purposes. The space is not a commercial kitchen and intense cooking of food is not permitted. Caterers can, however, bring in hot boxes and warmers for the food. This space has two fridges and one full size freezer as well as large preparation benches.

It is a good idea to bring caterers that have not used the space before through this space so that they are aware of what is available and what they need to bring in.

This space can also be booked for smaller events and includes access to the adjacent balcony.

As an event space, the capacity of L7 Prep Space is approximately 20 people.

The balcony space can be used (weather permitting) as part of your event. It will have some outdoor furniture but doesn't have much weather protection and is West facing. Wind protection does exist for South Westerly winds. Access to the Balcony is via the L7 Prep Space.



L4 Terrace

A brand-new space for the Library is the addition of our outdoor area on level 4. This has many plants with two trees that will grow in size over time to give great shade.

The level 4 Terrace space is on the [south-west corner of level four](#) of the Library. It has fixed wooden seating with lots of open space.

This space will be used by students in regular times and as such may not always be available to book for exclusive use.

The space is open with no undercover sections. Some power is provided. Loud events may not be permitted in this space.

No additional furniture may be moved out into this space. You may not move furniture from within the Library out to the terrace area.

The space is suitable for up to 80 people.



L4 Training Rooms

Room numbers [B105.434A](#) and [B105.434B](#).

The L4 Training Rooms are both 40-person capacity spaces setup with the same AV equipment as a general teaching space. The rooms can be joined together via a retractable wall.

Furniture includes 10 'flip tables' and 40 chairs per room (20 tables and 80 chairs total).

The spaces are visible to the general student study area and are not suitable for confidential or offensive content to be presented.

The L4 Training Room spaces are easily viewable on the fourth floor of the Library.

Staff have swipe access to these rooms, but students do not. If you require the room to be set to free access, please let us know.

The space is by default set up as two separate rooms. If you are booking both rooms and require the wall to be retracted, please indicate at the time of booking and the Library will arrange. Please do not attempt to move the wall on your own.

Light catering is allowed in this space and there is a large 220L wheelie bin available for the disposal of rubbish. Please leave the bin outside the room after your event.

Capacity is 40 people per room, or 80 people for both rooms.



