



CY Space

Hire Pack


**COLLINGWOOD
YARDS**

35 Johnston St
Collingwood VIC 3066
Collingwoodyards.org
enquiries@collingwoodyards.org



CY Space is a versatile and adaptable event and exhibition space housed within the Collingwood Yards precinct. This fully refurbished space is equipped with the latest technology and infrastructure to support our tenant and neighbouring community.

Our south-facing venue is bathed in natural light with some blackout capabilities. CY Space features split system air conditioning, adjustable lighting, a projector and speakers, 2 x wireless microphones, seating for up to 40 people and 5 trestle tables.

The space comes with all these items included in every hire and is designed to be as user friendly as possible. We encourage you to arrive early for your booking to set up the room and test your AV requirements.

There are also accessible and ambulant all gender bathrooms on this level, located directly next to the space.

This venue sits on the edge of our Courtyard and main accessible entrance to the precinct with direct access to the Courtyard via a separate door with 1 step.

It is centrally located to our hospitality vendors and Johnston/Smith Street public transport options.

More information



WHO THE SPACE IS FOR?

CY Space is designed and operated primarily to suit the needs of our tenants, neighbours and NFP organisations. It is a community space designed to be accessible for activation and used to support a range of programs and requirements. We welcome interest in CY Space of any kind but will prioritise tenant and community led hires.

The principles of accessibility and inclusion are at the heart of CY Spaces philosophy. Additional support is available to those from our tenant and neighbouring communities.

Features Include

- Projector and screen
- Mixing Controller
- PA Sound System
- High speed WIFI
- Climate control
- Excellent natural light
- Blackoutblinds

AVAILABLE UPON ARRANGEMENT:

- Additional Seating & Tables (if Available)
- Operational Staffing
- Cleaning Services

STAFFING:

If required and available, Collingwood Yards can arrange support staff for your booking at additional costs to your venue hire fees.

Support staff can be in the form of a venue supervisor to assist with navigation of CY Space and the precinct, access requirements and venue set up/pack down.

Venue technicians can be hired to assist with more specific and elaborate AV requests. Both of these roles require a minimum 4 hour call out and will be charged at various rates depending on the time of day and day of the week.

As CY Space is designed to be a self managed and accessible space it is not a general requirement of its hire to have a member of staff present for your hire. As all CY full time staff work regular business hours we will facilitate your access in the form of a fob or swipe in advance of your booking.

It is your responsibility to ensure that you have discussed access to the space in advance of your hire with the venue and events team.

CAPACITY:

CY Spaces capacity varies depending on the type of event you have hired it for. It has seating for up to 40 people when arranged in consecutive rows but can hold around 60 standing with comfortable movement.

These numbers will be further restricted with additional furniture or event equipment and can also be further restricted with a liquor licence.

CLEANING:

Cleaning charges are dependent on the scope and scale of your event. If required, a cleaner can be booked to remain onsite for the duration of your event. Additional waste collection can be arranged and is charged as quoted by our supplier.

TECHNICAL SPECIFICATIONS:

For a full equipment list and room specifications please reach out to our team at enquiries@collingwoodyards.org

FEES AND OTHER CHARGES:

A quote for hiring CY Space will be generated following a discussion around the duration and requirements of your booking. Your final quote will be comprised of venue hire and if required staff, cleaning and any additional charges. See sections on 'Staffing' and 'Cleaning' for more information.

Facilities listed as 'available upon arrangement' above may attract additional charges. Your requirements will be discussed, and costs determined during the quoting process.

Community support:

Collingwood Yards is a tenant led community arts precinct and as such we aim to uplift and support these groups as much as possible and we offer generous discounts to tenant, local community and NFP organisations.

Please specify if you fall into any of those categories in your enquiry form or directly with the venue and events team.





LIQUOR LICENCING:

If the hirer is providing alcoholic drinks to patrons, a liquor licence must be obtained from the Victorian Commission for Gambling and Liquor Regulation (VCGLR). The hirer is responsible for ensuring that the licence and all required signage is displayed at the point of service and that any conditions of the liquor licence such as security for the event have been arranged.

A copy of the hirer's liquor licence must be provided to the Collingwood Yards team prior to the event. If a liquor licence is not provided prior to the commencement of the booking, the serving of alcohol will not be permitted.

Providing a 'free' drink with the purchase of a ticket is deemed as a transaction of sale for alcohol and requires a liquor licence. Details on obtaining a limited liquor licence for an event can be found on the VCGLR website or by phoning 1300 182 457.

CATERING:

Hirers are welcome to organise their own catering for events. The Collingwood Yards team must be provided with the catering supplier's safe food handling permits.

If you wish, Collingwood Yards can recommend catering and coffee suppliers for your event. Please enquire about Collingwood Yards' preferred suppliers list.

No barbecuing is permitted at, in or around the venue whether on portable equipment or otherwise, unless approved in advance of your event, by Collingwood Yards team.

If you wish to arrange a food truck for your event, please speak to the Collingwood Yards team who will discuss suitable options and positioning of the food truck during your event.

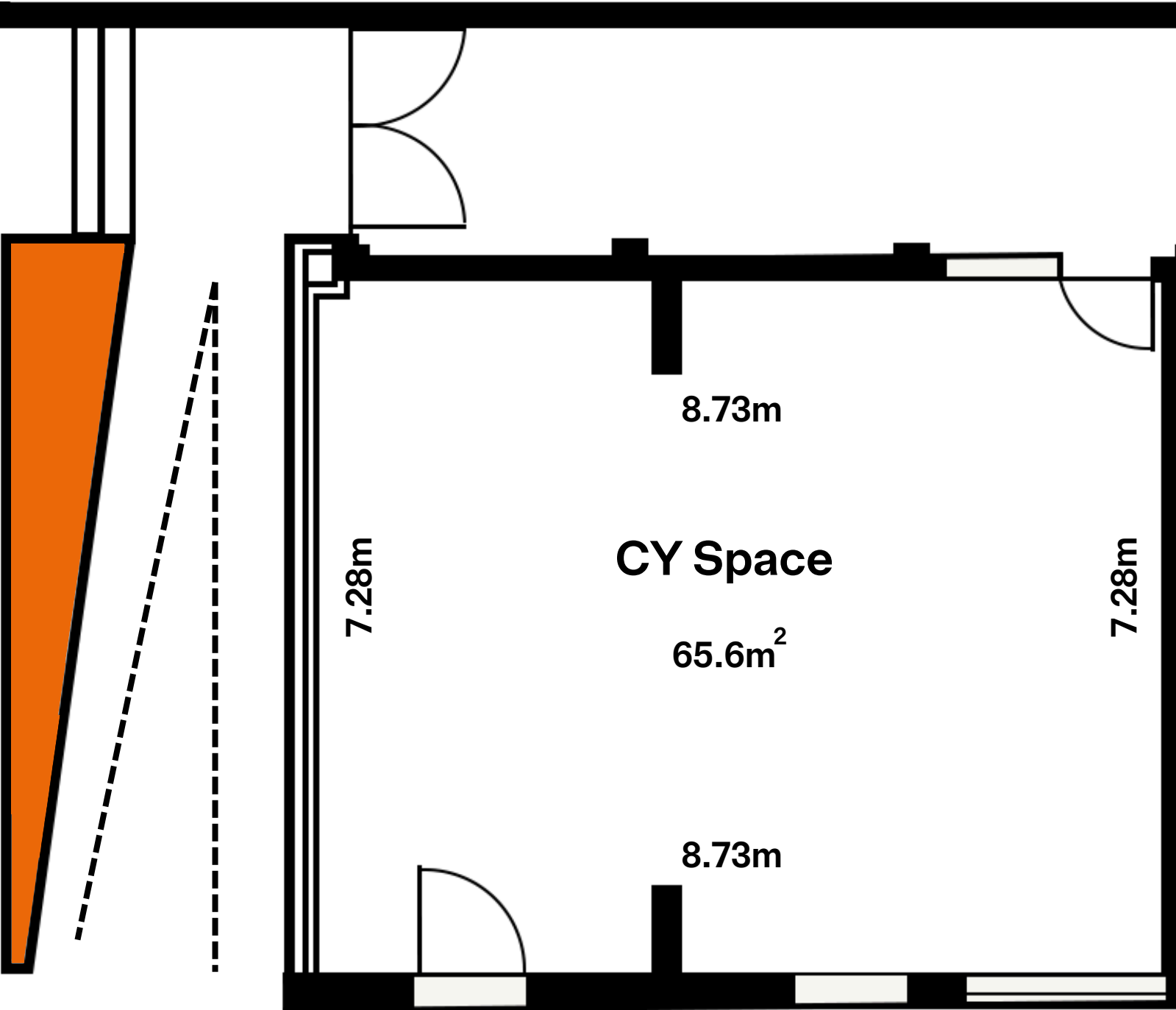
PUBLIC LIABILITY INSURANCE:

All events at Collingwood Yards will require evidence of Public Liability Insurance to the value of \$20 million. A copy of your Certificate of Currency must be provided to the Collingwood Yards team prior to the event.

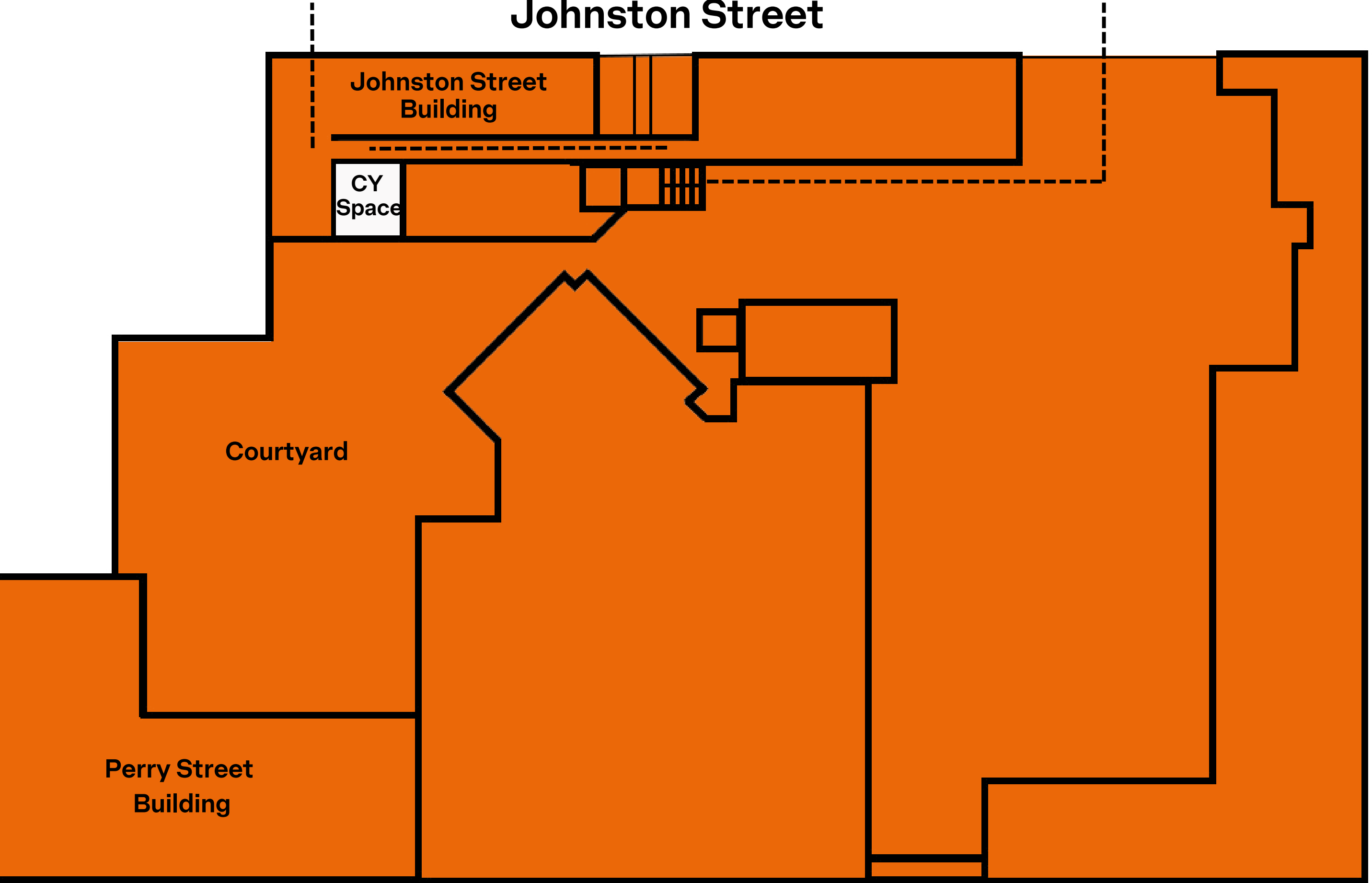
Floor Plans

CY Space

Capacity:
80 people Max



Map of Collingwood Yards



Johnston Street

Johnston Street
Building

CY
Space

Courtyard

Perry Street
Building

Wellington Street

Perry Street