



CY Courtyard Hire Pack


**COLLINGWOOD
YARDS**

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



The Courtyard is a versatile event and performance space which can be activated as the centrepiece of precinct wide events and festivals or used on a smaller scale for markets, installations and community outreach.

Hire of the Courtyard can be limited to the compacted gravel surfaced area adjacent to the garden or can include use of the paved areas, steps, amphitheatre and other public access spaces.

Surrounded by the Johnston, Perry and Circus Oz Buildings, the Courtyard is the centre of the Collingwood Yards precinct and the main focal point of community engagement.

Fully Accessible from Johnston and Perry Street entrances our courtyard surface is compacted gravel and is surrounded by a paved pathway connecting the different buildings and entrances.

There are also accessible and ambulant all gender bathrooms located in both the Johnston and Perry Street buildings at ground level and on the second level via lifts.

In addition to the Courtyard space, additional indoor resources and spaces can be booked to support the operations of your booking in the form of meeting rooms, CY Space or Music Market.



Gravel area

The compacted gravel area adjacent to the garden beds is the perfect place for your next market, live music performance, party or community gathering. Featuring an accessible surface, hireable staging, a leafy canopy and various outdoor furniture items this space can be activated as the centrepiece of large live music events, food and wine events or as a meeting place for launches.

It is a suitable space for temporary structures like marquees or small stall tents. While there is no fixed event infrastructure in this space we welcome outside hires and have hosted many external event production companies to work constructively in this space.



Ampitheatre

The amphitheatre is a designated space for performance and production adjacent to the side of our courtyard space.

With a built in seating space across the pathway in the way of our Courtyard stairs, the amphitheatre is the perfect space for live music and theatre.

While Collingwood Yards does not manage this space we can work on your behalf to obtain permissions for its use.

More Information

WHO THE SPACE IS FOR?

The Courtyard is primarily designed as a meeting and access space for our tenants and guests of the precinct to enjoy on a regular basis. We welcome outside hires of this area but it must at all times remain accessible to our tenants and those wishing to visit their spaces. Collingwood Yards will work collaboratively with hirers to ensure that their bookings do not negatively impact our tenant community and as such cannot accept bookings which aim for exclusive private use of the space.

We will always prioritise tenant and community involvement in bookings and we highly encourage outside hirers to work collaboratively with one or several of our tenants when hiring the Courtyard or associated spaces.

Features Include

Amphitheatre

- Built in stage
- Built in seating
- 3 phase power

Gravel Area

- Accessible compacted gravel surface
- Accessible paved pathway
- Accessible entry from Johnston and Perry Street
- Accessible bathrooms in Johnston and Perry Street buildings
- 3 phase power
- High impact positioning

FACILITIES AVAILABLE UPON ARRANGEMENT

- Staging
- Production staff
- Additional waste services
- Indoor meeting rooms for operational HQ during large scale events
- Temporary fencing
- 2 way radios
- Cable covers
- Additional cleaning
- Carpark access for essential vehicles



STAFFING:

All bookings within the Courtyard require paid venue staff.

All bump in/out and technical runs require paid venue staff.

During events, Collingwood Yards’ Venue Technician will be present and working in the role of supervisor. The supervisor is a dedicated crowd-management role and cannot serve a secondary role such as registration staff, front of house, bar service, stage management or operator during the event. Basic assistance with plug and play equipment is permissible.

At the discretion of Collingwood Yards venues and events team, hirers may be able to access venue spaces without incurring labour calls for access during business hours where hirer activity has been deemed safe to progress, unsupervised. This is not applicable to public-outcome events whether ticketed or by invitation only.

Additional crew including operators can be arranged for events as required.

Changes and additions to the staffing required for your booking will attract additional fees.

Specialist crew including riggers and specialist technicians required for event delivery can be arranged as required. Specialist labour charges will be payable by the hirer and will be on-charged at actual cost.

CAPACITY:

Compacted Gravel & surrounding paved area: 1000

TICKETING AND PROMOTION:

While Collingwood Yards will list all public events on our website, promotion and marketing is the responsibility of the hirer. As the hirer you are required to provide Collingwood Yards with all relevant marketing collateral and information. Hirers can publish their public events on the Collingwood Yards website. Please speak to Collingwood Yards staff if you’d like to arrange this.

Additionally, ticketing arrangements are the responsibility of the hirer. External ticketing links can be listed on our website.

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.

SECURITY SERVICES:

Some events at the venue will require security services, according to existing legislation, e.g., liquor licensing. Collingwood Yards has the right

to determine whether security is required at events which may be deemed higher risk.

All security services are the responsibility of the hirer to arrange and pay for. Proof of the security booking with a registered security company must be supplied to venue management prior to the event.

In general, the industry rule of two guards for the first 100 people and one guard for every 100 people thereafter is the minimum requirement. The venue has the right to request that the hirer obtain additional security based on the level of risk assessed for the event or for closer management of the building.

FEES AND OTHER CHARGES:

A quote for hiring the Courtyard will be generated following a discussion around the nature and requirements of your event. Your final quote will be comprised of venue hire, 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.

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.

TECHNICAL SPECIFICATIONS:

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

Community support:

Discounts on Courtyard hire are available to our tenants, community and NFP organisations.

If you fall into one of these categories then please let the venue and events team know before your quote is generated. Whilst there are discounts available for venue hire fees, other fees like staffing and cleaning cannot be discounted and if an event is high impact it may be charged at a higher rate regardless of being eligible for discounts.

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’s 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’s 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.

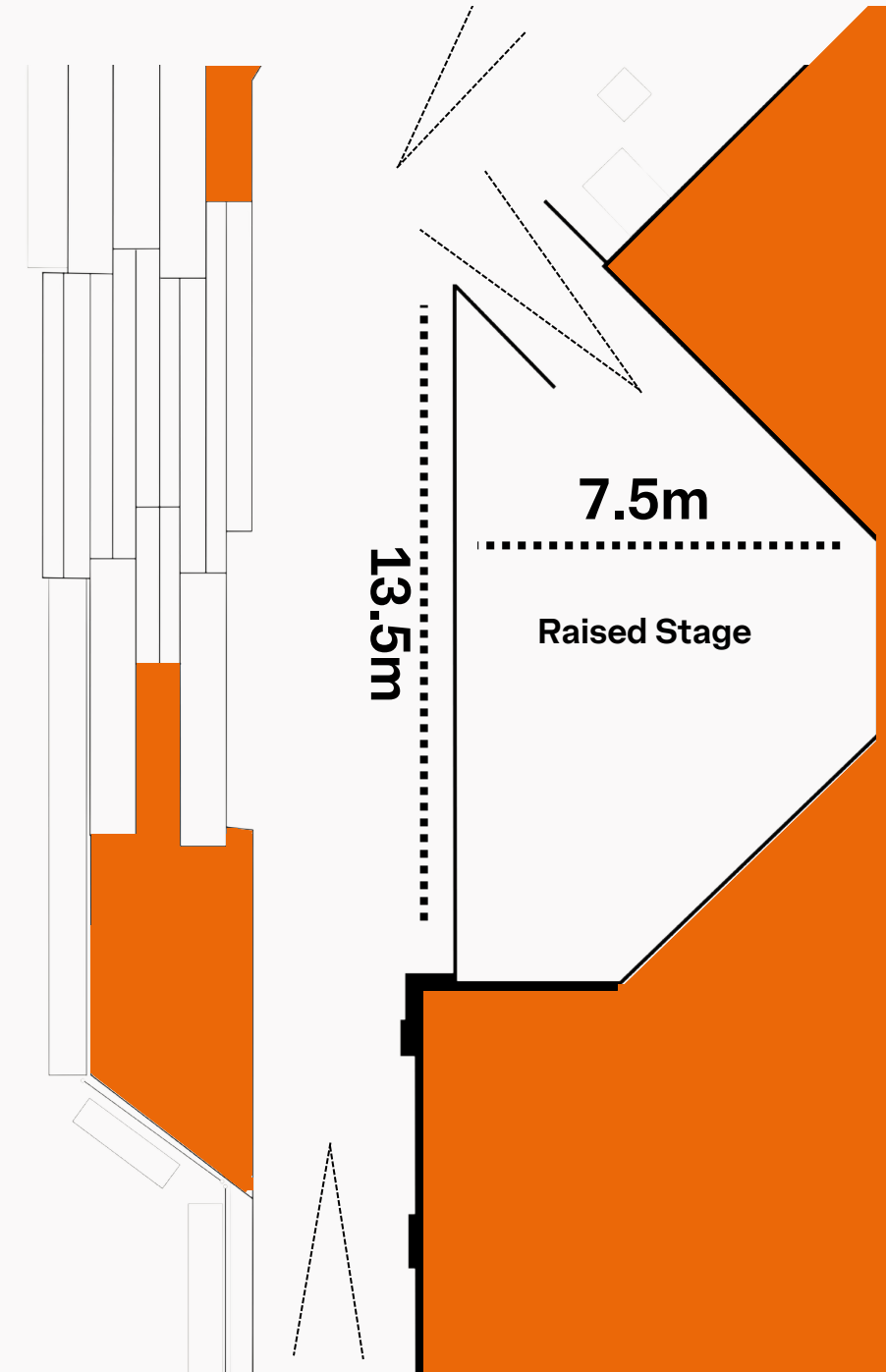
PUBLIC LIABILITY INSURANCE:

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

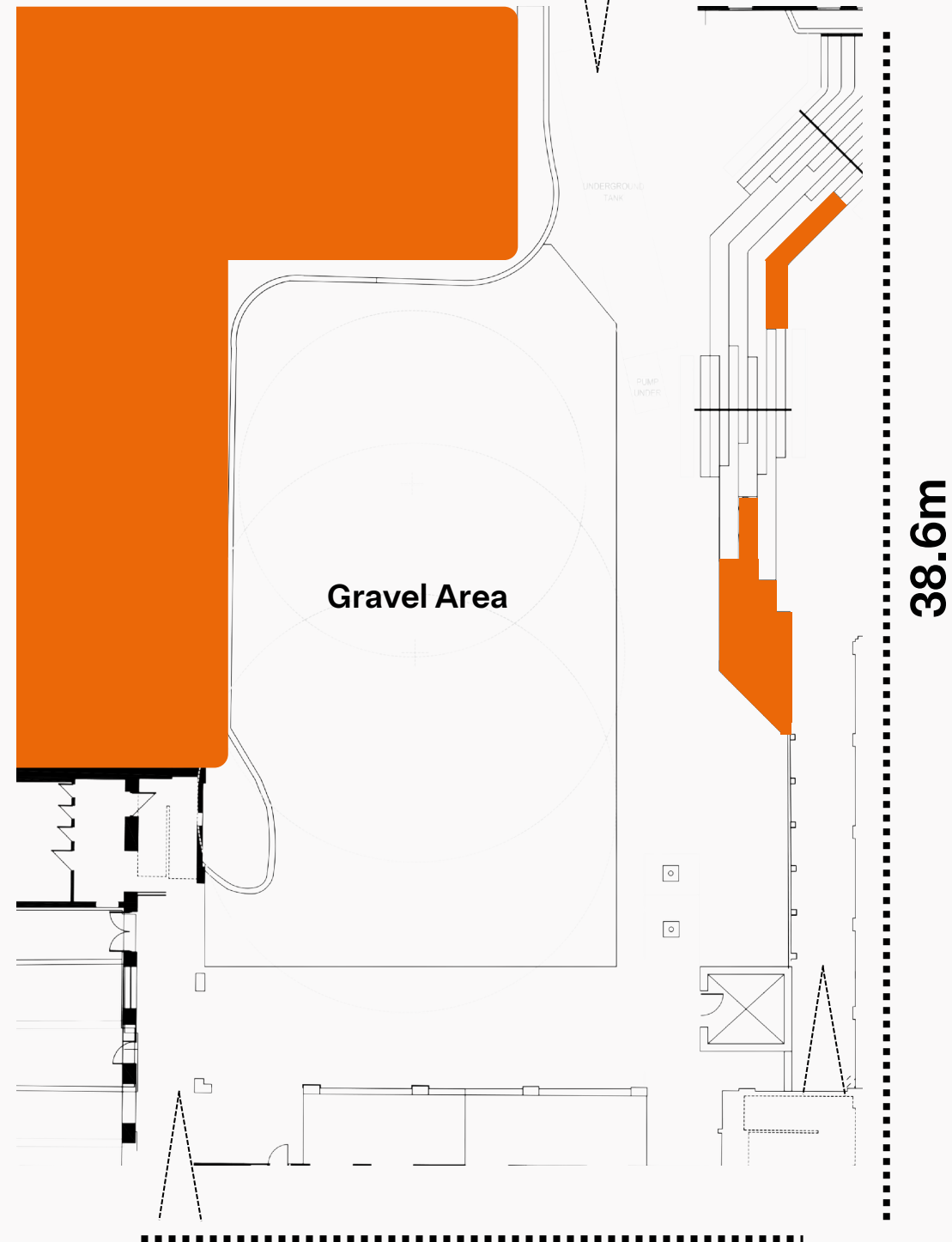
Capacity:
1000 Maximum

Amphitheatre



Courtyard

Johnston St

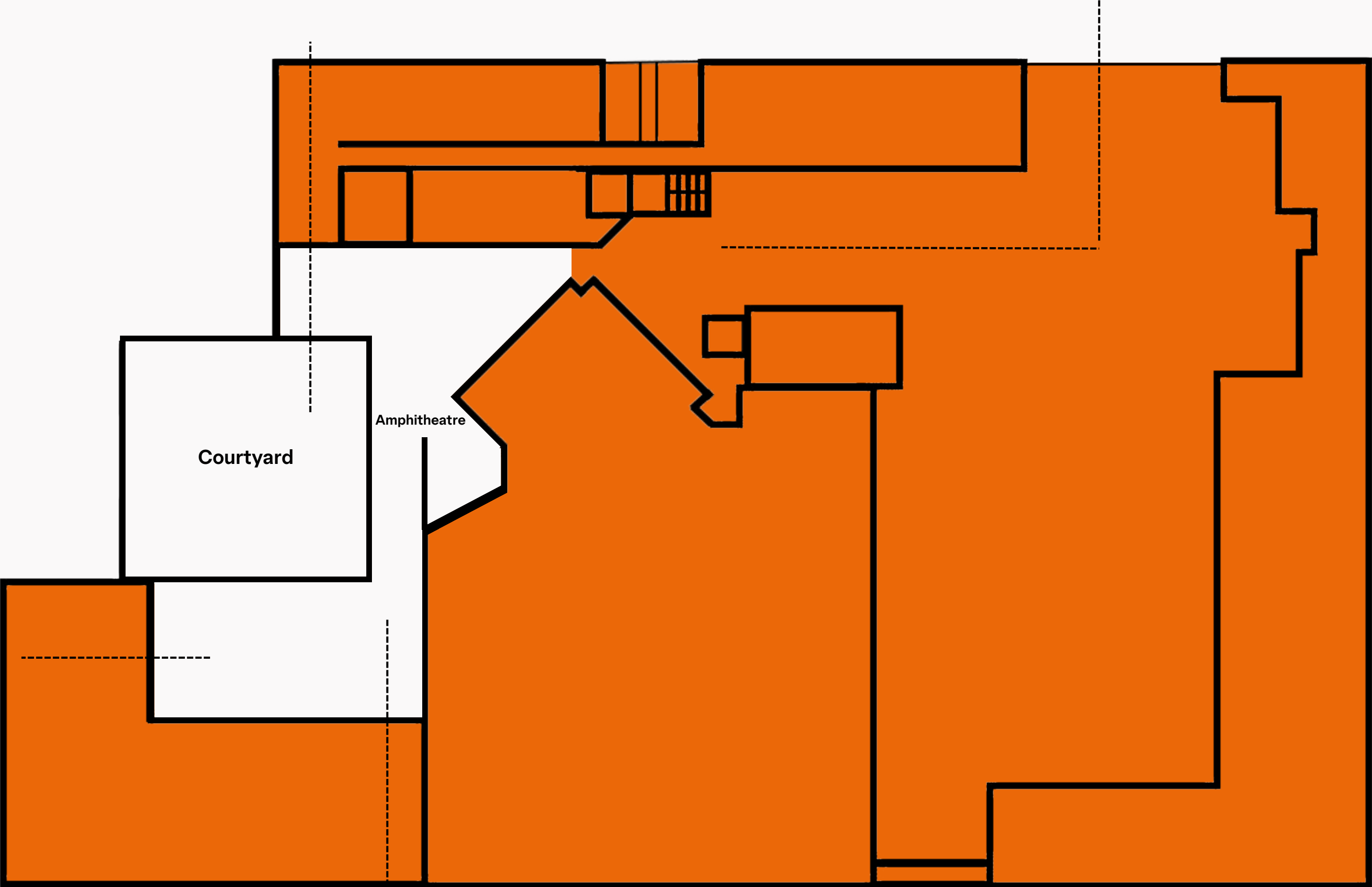


25.9m

Perry St

Map

Johston Street



Amphitheatre

Courtyard

Perry Street