

Planning and Team Building Workshop



PLANNING AND TEAM BUILDING WORKSHOP

Get your team together for this day of planning and team building inside the innovative Whitlam Library Cabramatta space. For just \$35 per person, your team will have the chance to plan their objectives, enjoy fun activities inside Studio 2166 and lab.LX and tuck into a fully catered morning tea, lunch and afternoon tea. Here's what you can expect:

PROGRAM OF THE DAY:

9am-11am (Session One), Planning activity in the Workary

The Workary Event Space, or private meeting room, is all yours to reflect on achievements, plan your objectives and decide upon your KPIs. We'll provide you with post-it notes, butcher's paper, stationery and everything else you need for your team planning activities.

11am-11.30am, Morning Tea

A fully catered morning tea with pastries, beverages, fruit, tea and coffee. Special arrangements made for specific dietary requirements on request.

11.30am-1pm (Session Two), Team building activity in Studio 2166

Choose from three team building activity options and have fun in this high-end film and recording studio space. Enjoy some voice over recording, record a podcast or discover the magic of green screen.

1pm-2pm, Lunch

A fully catered cocktail lunch with hot finger food, sandwiches and fruit. Special arrangements made for specific dietary requirements on request.

2pm-3.30pm (Session Three), Team building activity in lab.LX

Choose from three team building activity options in this futuristic technological space. Discover the wonder of virtual reality, battle it out in a robotics challenge or film yourself in 360 video.

3.30pm, Afternoon Tea

A fully catered afternoon tea with pastries, beverages, fruit, tea and coffee. Special arrangements made for specific dietary requirements on request.



Studio 2166 options:

1) Podcasting - Head to Head

Compete in teams to record a radio program to share with your colleagues at work! Learn podcasting techniques, and create engaging content that will take your team to the top of the podcasting charts!

2) Green Screen Business Remix

It is business pitch time! Jump in front of the green screen and sell your core business in under a minute. Learn tips and tricks to record professional looking green screen video content.

3) Sound Recording – 101

Get ready to hit record on the perfect voice over for your product or business! Learn everything you need to know to start making professional sounding recordings in the sound studio.



lab.LX options:

1) Dismantle the Bomb in Virtual Reality

When you pop on the HTC Vive virtual reality headset, you'll travel to a new dimension. Work with your teammates to dismantle the bomb in a race against time!

2) Robot Challenge

Break into two teams and go head-to-head in this robotics programming challenge. You'll work to have your robot perform a number of actions before the other team.

3) Drama Games in 360

Complete a series of group games that will test your wits and creativity while being filmed in 360! The 360 video is yours to keep.

CONDITIONS/TERMS OF USE

GENERAL INFORMATION

The hirer as well as the group must be responsible people, eighteen (18) years or older who will be held liable to the Council for the cost of the repair of any damage or breakage to any part of the building, premises, fitting or furniture, appliances or apparatus during the term of the hire.

The hirer as well as the group must remain in attendance for the duration of the team building day. The hirer or any person may leave the group if they notify their group as well as notify a Workary staff member before leaving.

Council reserves the right to refuse any booking or cancel a booking by giving as much notice as is practicable, due to emergency conditions such as urgently needed repairs, holding of Federal, State or Local Government Elections or other reasons deemed acceptable by Council.

Neither Council, nor any of its officers or stewards shall in any way be liable for any loss or damage suffered by the hirer, or any firm or corporation supplying any article or service to the hirer, or otherwise in consequence of the exercise of its right.

AVAILABILITY

Team building sessions are only available during Workary opening hours, Monday - Friday 9am to 8pm, Saturday 10am to 4pm.

FEES AND CHARGES

The table below outlines the fees and charges for the Workary team building days for the 2020-2021 year.

Activity (Capacity)	Type of Hirer	Time Measurement	Price per person	Total
Studio 2166 (20 people)	Community Hire (includes non-profit organisations)	½ Day (3-4 Hours)	\$10+GST	\$11.00
Studio 2166 (20 people)	Commercial Hire (Includes businesses that have been in operation for less than five years. e.g. Start-Ups)	½ Day (3-4 Hours)	\$15+GST	\$16.50
Studio 2166 (20 people)	Commercial Hire (Includes businesses that have been in operation for less than five years.)	½ Day (3-4 Hours)	\$20+GST	\$22.00
lab.LX (20 people)	Community Hire (includes non-profit organisations)	½ Day (3-4 Hours)	\$10+GST	\$11.00
lab.LX (20 people)	Commercial Hire (Includes businesses that have been in operation for less than five years. e.g. Start-Ups)	½ Day (3-4 Hours)	\$15+GST	\$16.50
lab.LX (20 people)	Commercial Hire (Includes businesses that have been in operation for less than five years.)	½ Day (3-4 Hours)	\$20+GST	\$22.00
Studio 2166 and lab.LX (40 people)	Community Hire (includes non-profit organisations)	1 Day (6-8 Hours)	\$15+GST	\$16.50
Studio 2166 and lab.LX (40 people)	Commercial Hire (Includes businesses that have been in operation for less than five years. e.g. Start-Ups)	1 Day (6-8 Hours)	\$20+GST	\$22.00
Studio 2166 and lab.LX (40 people)	Commercial Hire (Includes businesses that have been in operation for less than five years.)	1 Day (6-8 Hours)	\$27+GST	\$29.70

The hirer must state the team building activity that they wish to complete and pay in accordance with Council's Pricing Policy and Fees and Charges. Where a booking is made for the holding of a function, which in the opinion of the Council is not covered by Council's Pricing Policy and Fees and Charges, Council reserves the right to impose special conditions and to fix a hire charge by Council to be reasonable, having regard to the nature of the function to be held. All hire fees will include GST.

The hirer shall not assign or sublet the premises as hired as aforesaid or any part thereof. The hirer undertakes that in the connection with use of the facility they will not permit or suffer anything to be done which is disorderly or offensive.

The hirer will pay the sum for the team building day prior to the date of the team building day. A minimum fee of one activity per person applies to the booking of a team building day.

Bookings made prior to any increase in hire fee as of 1st July cannot be paid until after 1st July each year.

The Workary accepts cash payments with Open Libraries Card and EFTPOS/Credit Card via the Library Kiosk. Invoices with money orders and cheques are made payable to Fairfield City Council. Payment can be made at the place of hiring.

ADDITIONAL COSTS

The hirer will be responsible for any cost that may be incurred as a consequence of the hirer's use of the centre.

Additional costs will include but are not limited to:

- Cleaning fee
- Unauthorised use of fire equipment
- Any extra hours outside hire times as per hire agreement

CANCELLATION

The hirer may cancel any booking by contacting the Booking Officer either verbally or in writing at least 5 working days prior to the day of the .

IF CANCELLED 5 DAYS PRIOR TO BOOKING:

- Full fee refunded

IF CANCELLED LESS THAN 5 DAYS PRIOR TO BOOKING:

- Hire fee retained (or based on discretion of Senior Library Management Team)

All hirers are to notify the Booking Officer if there is any change to the hire agreement form.

SMOKING AND ALCOHOL

No smoking is allowed within the building and/or 10 metres of entrance/exit, loading dock or any ventilation source of a Council-owned building. Fairfield City Council does not allow any hirer to consume alcohol at the Workary venue.

NOISE LEVELS AND DISORDERLY CONDUCT AND SUPERVISION

The hirer is responsible for ensuring that sound levels are monitored regularly and at all times maintained at an acceptable level which will avoid disturbance to other Workary patrons.

The hirer shall take all reasonable steps to prevent disorderly conduct throughout the period of the hire and when leaving the Workary. The hirer is responsible for all consequences relating to all behaviour of people attending their function.

FIRE REGULATIONS AND OBJECTIONAL MATERIALS

All exit doors are to be kept clear and unobstructed at all times. Fire extinguishers and hoses are located within the building. This equipment is not to be used inappropriately or removed from Council's premises. No naked flame is permitted within the facility. No smoke machines or sparklers are allowed in the venue.

All hirers are to familiarise themselves with the Fire Evacuation Plan located in the building.

In case of fire or similar emergency, evacuate the building following the instructions of Emergency Wardens and staff.

The bringing into the facility of confetti or chewing gum or any other articles deemed by Council to be objectionable or the placing or throwing of inflammable items is prohibited.

CLEANING AND REMOVAL OF GARBAGE

Hirers must leave the areas as hired clean and tidy. A cleaning fee may apply for any extra cleaning required.

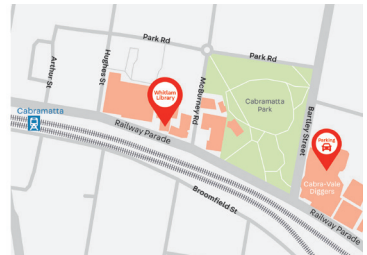
The hirer is responsible for all the rubbish to be placed in garbage bags and placed in the bins provided. No loose rubbish is to be left behind.

PARKING

The Workary does not have any designated or specific parking allocated for hirers. Bikes and skateboards are not permitted within the facility.

Public parking is available along Railway Parade, McBurney Road and Park Road.

Parking limits and fees may apply.



LOSS OR DAMAGE

The Workary will not accept any responsibility for articles left on the premises. The hirer shall be held responsible for the cost of making good, any loss or damage to the building, floor, furniture, hire equipment, appliances or fittings arising out of, and in the course of the function. The Workary retains the right to determine the cost of any damage or cleaning.

ADVERTISING

If individuals, groups and organisations intend to advertise an event that they are holding at the Workary venue they must get approval from Workary Management first before advertising the event to ensure that there is no implication or otherwise that the event is being run or being sanctioned by the Workary.

LOCKERS

Lockers available free of charge. However it is the responsibility of the visitor to ensure that the locker is locked and belongings have been taken out of lockers upon departure, as the Workary is not responsible for visitor's belongings. All lockers will be emptied at the end of each day. Any items left in the lockers will be taken to lost property located on the ground floor.

Welcome to Workary

- Do you run a business?
- Are you an entrepreneur?
- Are you looking for a co-working space or meeting room?
- Do you need business advice?
- Would you like to connect with other businesses?

Fairfield City Council is supporting businesses of all sizes, in all sectors, and at every stage of development, through its Workary. Whether you are an aspiring entrepreneur, a start-up enterprise, a home-based business, or an established small-to-medium enterprise, the Workary is for you.

CONTACT US

E. theworkary@fairfieldcity.nsw.gov.au

T. 9725 0323 **M.** 0437 733 270

W. workary.network

Workary is located in Whitlam Library Cabramatta
Level 1, 165 Railway Parade, Cabramatta NSW 2166





Welcome to Studio 2166

Studio 2166 is a high-end film and recording studio built for digital content creation. Access the facility to film promotional videos, create green screen special effects, or record interviews and podcasts.

Key features include:

- Sound-proof booth for audio recording and a green screen
- iMacs, microphones, synthesisers, mixing desks and sound equipment
- Production software including Pro Tools and Adobe Creative Cloud
- Cameras for video and photography, lighting equipment

CONTACT US

E. Studio2166@fairfieldcity.nsw.gov.au

T. 9725 0323 **M.** 0437 733 270

W. workary.network

Studio 2166 is located in
Whitlam Library Cabramatta
Level 1, 165 Railway Parade, Cabramatta NSW 2166



CONTACT INFORMATION:

Name: _____

Contact number: _____

Email: _____

Business/Organisation name: _____

Address: _____

PLANNING AND TEAM BUILDING DAY:

Proposed date: _____

Number of people attending: _____

STUDIO 2166 ACTIVITY:

Please select one of the following Studio 2166 activities:

☐ Podcasting - Head to Head

☐ Green Screen Business Remix

☐ Sound Recording – 101

LAB.LX ACTIVITY:

Please select one of the following lab.LX activities:

☐ Dismantle the Bomb in Virtual Reality

☐ Robot Challenge

☐ Drama Games in 360

Extra information/Special requirements: _____

DECLARATION:

- ☐ I have read, understood and will abide by the Workary Venues Conditions/Terms of Use.
- ☐ I understand that any misuse of the venue could result in action for damages against me.
- ☐ I will ensure that fellow staff members and I are responsible and listen to Workary staff at all times.
- ☐ I, as well as fellow staff members, am over the age of 18 and will notify staff if I leave prior to end of booking time.

*** Payment must be made **prior to the date of the team building day, or on the day.** If a formal invoice and receipt other than payment by Library Kiosk receipt is required please request at time of booking. Kiosk receipt is to be shown to staff member at reception as proof of payment.

Name (please print) _____

Signature: _____ Date: _____

COMPLETED FORMS CAN BE SENT TO THE BOOKING OFFICER BY:

Email: theworkary@fairfieldcity.nsw.gov.au

In person: at the Workary

Website: workary.network

OFFICE USE ONLY

Fee Received (\$35 per person): \$ _____

Staff member name: _____

Date: _____



Welcome to lab.LX

A place to experience virtual reality and the latest tech gadgets.

lab.LX is an experimental media space for inventors, entrepreneurs, and the curious who want to play with and understand the technology or create digital content and products.

- Virtual reality, coding, and HP Z240 Series gaming PCs
- 360° cameras, robots and bots
- The use of 3D Scanner and 3D Printer (fees apply)

CONTACT US

E. lablx@fairfieldcity.nsw.gov.au

T. 9725 0323 **M.** 0438 257 838

W. workary.network

lab.LX is located in
Whitlam Library Cabramatta
Ground floor, 165 Railway Parade, Cabramatta NSW 2166



The Workary – Business Inspiration Happens Here!

T. 9725 0323 M. 0437 733 270

W. workary.network

E. theworkary@fairfieldcity.nsw.gov.au

E. studio2166@fairfieldcity.nsw.gov.au

E. lablx@fairfieldcity.nsw.gov.au

Workary and **Studio 2166** are located in the Whitlam Library cabramatta
Level 1, 165 Railway Parade, Cabramatta NSW 2166

lab.LX is located on the ground level

