

FAIRFIELD CITY  
**HQ**

The Fairfield City HQ will play a crucial role in upskilling and supporting our diverse community with a strong focus on business growth and the creation of jobs.

The Business Hub will provide users and members with opportunities to cultivate connections and ideas, develop long-term relationships, enrich collaborative potential and position Fairfield City as a desirable place to start up and do business.







# Welcome



Community  
Business Hub



A Post Production  
Audio Suite



An Audio and Video  
Recording Studio





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## LOCATION/OPENING HOURS

- 22 Map/Opening hours

Registration is required for most events.  
Covid-19 safety restrictions will be in place.

To register or for more information:

- 9725 0899
- FCHQ@fairfieldcity.nsw.gov.au
- www.fairfieldcity.nsw.gov.au/FCHQ
- 17 Kenyon St. Fairfield NSW 2165



### DISCLAIMER:

- Information included is subject to change without notice
- Fairfield City HQ reserves the right to cancel or change activities
- Photographs and/or video recordings may be taken during Council-run events and may be used on Council's website, social media and in publications. Council may also send images to media outlets, such as local newspapers, to assist with publicity for Council events
- Please notify FCHQ staff before the event if you do not want your photo or video taken





Fairfield City HQ (FCHQ) is a dedicated premises in the heart of Fairfield established by Fairfield City Council. FCHQ's mission is to support businesses of all sizes, in all sectors, and at every stage of development. Whether you are an aspiring entrepreneur, a start-up enterprise, a home based business, or an established small-to-medium enterprise, FCHQ has services that will assist you in starting, developing, growing and operating your business.



**FCHQ** has three distinctive services available in the one location, including:

- FCHQ (Co-working space),
- Studio HQ (Green screen studio) and
- Audio HQ (Podcast, post-production audio suite).

## 1. FCHQ WORKSPACE

An accessible co-working office space with facilities, resources and opportunities for business growth and collaboration.

Key features include:

- Casual stay hot desks, permanent/dedicated desks, meeting rooms and lockers
- Collaborative/break-out workspaces
- High-speed Wi-Fi
- Scanning, photocopying and printing services
- Complimentary coffee, tea and kitchen facilities
- Latest business-related books, magazines, videos and online resources
- Business start-up workshops and networking events and opportunities, meet-ups with other business owners and entrepreneurs or anyone else with an interest in business
- Referral services to business advisors in community languages
- Business team-building programs
- Advertising and marketing opportunities





## 2. STUDIO HQ:

Studio HQ is a high-end film and recording studio built for digital content creation. Use this space to film promotional videos, create green-screen special effects, or record interviews.

Key features include:

- Sound-proof facility
- Full green screen room
- Sony FX6 camera for video recording
- Sony A7R iii photography camera
- Lighting, including soft box and video lights
- Wireless studio flash trigger
- Microphones, synthesisers and sound equipment
- High-performance laptops
- Studio quality headphones
- SD memory cards



## 3. AUDIO HQ:

This service provides you with the opportunity to purely concentrate on creating and editing the ideal content for you to share directly with your listeners and is perfect for podcasting.

Key features include:

- Sound-proof facility
- High-performance laptops
- Production software including Adobe Pro Tools and Adobe Creative Cloud, Audacity, Logic Pro X, Garage Band, Black Magic Davinci Resolve
- Studio monitor
- Dynamic microphones
- USB audio interfaces
- Studio quality headphones
- SD memory cards





## OUR PURPOSE

Fairfield City HQ (the Hub) provides access to a range of facilities including designated areas equipped with hot desks, co-working spaces, lockable lockers, lounges, kitchen facilities, meeting rooms, access to printing, photocopying and Wi-Fi.

The Hub will provide all types of facilities, on going business events, mentoring and incubator programs, workshops, meet-ups and on-site business advisory services to strengthen and create a resilient and sustainable local economy.

The Hub will be a leader in technology by providing additional services including audio-visual facilities for recording, video production, podcasting, a virtual reality space and artificial intelligence tools. These additional services add value to the user's experience, allowing them to explore new prospects and remain current in a competitive industry.

## OUR STRATEGY

Our strategic economic objectives include:

- Appeal to businesses, investors, workers, residents, young people and the emerging workforce
- Foster an entrepreneurship environment with new ideas and innovation
- An informed, connected and collaborative business community
- A resilient and adaptable economy
- Identifying and reinforcing workforce talent
- Reducing skill shortages by encouraging vocational education and training
- Facilitation of public events that create job and volunteer opportunities
- Programs to support young people in following sustainable career pathways
- Provide inclusive support programs and connections for residents who are unable to find work
- Confirm Fairfield City HQ as the prime business support facility in South Western Sydney

## BUSINESS NETWORKING

### What value do we add?

Fairfield City has a developing vibrant business community. The Hub is an initiative that will enhance how Council, Government and local businesses work together to attract investment and facilitate new opportunities.

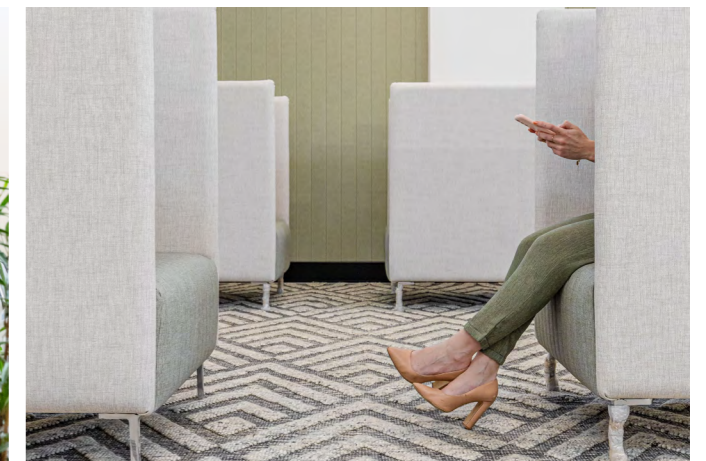
The Hub will inspire valuable relationships amongst fellow users of the service, allowing them to draw on each other's talents and strengths to support their business growth.

### Who are our business users?

Business users are those thinking of starting or have recently started their own business, freelancers, aspiring entrepreneurs, home-based businesses or established small-to-medium enterprises.

### Who are our community users?

Community users include residents looking to improve their competitive job advantage through education and mentoring programs, remote workers, people identifying as economically disadvantaged, people of culturally and linguistically diverse communities including newly arrived and refugee communities as well as not-for-profit organisations.





## CO-WORKING SPACE/ VENUE HIRE

- Business Hub
- Community Hub
- Meeting Space
- Studio HQ
- Audio HQ
- Hot Desks

CHARGES  
AND  
FEES



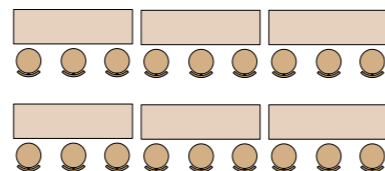


## CO-WORKING SPACE/HOT DESKS

The fees may be reduced for introductory, marketing or promotional purposes.

- Commercial Category 1 = Operational for less than 5 years
- Commercial Category 2 = Operational for more than 5 years
- 1 day is equivalent to 8 hours
- The hot desk is subject to opening hours and excludes public holidays

| Hire                              | Hot Desk Category 1 | Hot Desk Category 2 |
|-----------------------------------|---------------------|---------------------|
| <b>1 Day (Mon-Fri) Before 5pm</b> | \$16.50             | \$22                |
| <b>1 Week</b>                     | \$82.50             | \$104.45            |
| <b>1 Month</b>                    | \$198               | \$220               |
| <b>1 Year</b>                     | \$2,140             | \$2,376             |



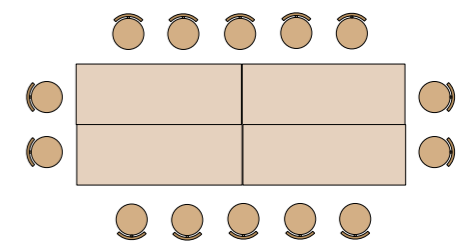
## BUSINESS HUB MEETING SPACE (UP TO 12 👤)

A 10% discount rate applies to Hub users who book a workspace for one month or more during that period. Workspace bookings for 1 year will receive 50 hours of free use of small meeting rooms per year.

The fees may be reduced for promotional purposes.

- 1 day equivalent to 8 hours
- 1/2 day is equivalent to 4 hours

| Hire                    |                            | Price (GST inclusive) |
|-------------------------|----------------------------|-----------------------|
| <b>Hourly Mon-Fri</b>   | <b>Before 5pm</b>          | From \$22             |
|                         | <b>After 5pm &amp; Sat</b> | From \$27.50          |
| <b>1/2 Day Mon-Fri</b>  | <b>Before 5pm</b>          | From \$79.20          |
|                         | <b>After 5pm &amp; Sat</b> | From \$99             |
| <b>Full Day Mon-Fri</b> | <b>Before 5pm</b>          | From \$138            |
|                         | <b>After 5pm &amp; Sat</b> | From \$173.20         |

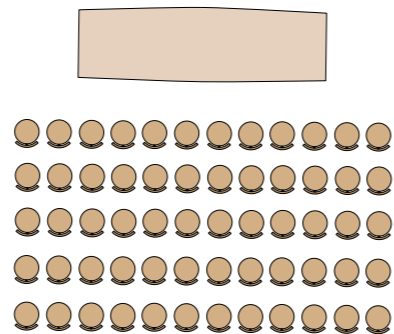






## COMMUNITY HUB SPACE (UP TO 60 👤) VIC WINTON

| Hire                |                 | Price (GST inclusive) |
|---------------------|-----------------|-----------------------|
| Hourly<br>Mon-Fri   | Before 5pm      | From \$16.50          |
|                     | After 5pm & Sat | From \$22             |
| 1/2 Day<br>Mon-Fri  | Before 5pm      | From \$60.50          |
|                     | After 5pm & Sat | From \$79.20          |
| Full Day<br>Mon-Fri | Before 5pm      | From \$104.50         |
|                     | After 5pm & Sat | From \$137.50         |



## BUSINESS NETWORK EVENTS WORKSHOPS/PROGRAMS

The fees may be reduced for promotional purposes. 1 year booking will receive free workshops and programs, 1 free private session on the use of Studio HQ and Audio HQ. A 10% discount rate applies for 1 month bookings or more.

- Per session is equivalent to 1 hour

| Hire                             | Price (GST inclusive) |
|----------------------------------|-----------------------|
| Per Person - Per Workshop        | \$5.50 - \$38.50      |
| Per Person - Per Private Session | \$55                  |



## STUDIO HQ (GREEN SCREEN STUDIO)

The fees may be reduced for promotional purposes. 1 year booking will receive up to 20 hours and 1 private session of free use of the Studio HQ.  
A 10% discount rate applies for 1 month bookings or more.

- 1 day is equivalent to 8 hours
- 1/2 day is equivalent to 4 hours

| Hire                |                 | Price (GST inclusive) |
|---------------------|-----------------|-----------------------|
| Hourly<br>Mon-Fri   | Before 5pm      | From \$25             |
|                     | After 5pm & Sat | From \$30             |
| 1/2 Day<br>Mon-Fri  | Before 5pm      | From \$90             |
|                     | After 5pm & Sat | From \$121            |
| Full Day<br>Mon-Fri | Before 5pm      | From \$176            |



## AUDIO HQ (POST-PRODUCTION AND AUDIO SUITE)

The fees may be reduced for promotional purposes. 1 year booking will receive up to 20 hours and 1 private session of free use of Audio HQ.  
A 10% discount rate applies for 1 month bookings or more.

- 1 day is equivalent to 8 hours
- 1/2 day is equivalent to 4 hours

| Hire                |                 | Price (GST inclusive) |
|---------------------|-----------------|-----------------------|
| Hourly<br>Mon-Fri   | Before 5pm      | From \$11             |
|                     | After 5pm & Sat | From \$16.50          |
| 1/2 Day<br>Mon-Fri  | Before 5pm      | From \$38.50          |
|                     | After 5pm & Sat | From \$55             |
| Full Day<br>Mon-Fri | Before 5pm      | From \$66             |

## EQUIPMENT/CONSUMABLES

The fees may be reduced for introductory, marketing or promotional purposes.  
1 year booking will receive \$100 photocopying or printing credits.  
1 month bookings will receive \$10 photocopying or printing credits.

| Item   | Price each item (GST inclusive) |
|--|---------------------------------|
| Flash drive - 16GB                               | \$5                             |
| Flash drive - 32GB                               | \$15                            |
| Flash drive - 128GB                              | \$45                            |
| Earphones  | \$2.5                           |
| Printing - A4 (Colour photocopying)              | \$0.40                          |
| Printing - A3 (Colour photocopying)              | \$1                             |
| Photocopying and printing - A4 (Black and white) | \$0.20                          |
| Photocopying and printing - A3 (Black and white) | \$0.40                          |
| Replacement lost Membership card                 | \$5                             |





Please visit our website [www.fairfieldcity.nsw.gov.au/FCHQ](http://www.fairfieldcity.nsw.gov.au/FCHQ) to complete a registration form through Open Libraries. Accept the terms and conditions and proceed to sign up for immediate access to our digital resources.



Subscribe to receive our What's On or newsletter: [www.fairfieldcity.nsw.gov.au/Business/Fairfield-City-HQ/Subscribe-to-our-Newsletter](http://www.fairfieldcity.nsw.gov.au/Business/Fairfield-City-HQ/Subscribe-to-our-Newsletter)



## E-RESOURCES

Access plenty of free business, productivity and self-help resources with your Fairfield City HQ membership!

Learn how to start, finance, or manage your small business. Download sample business plans, how-to guides, articles, and more.

## BUSINESS BOOKS

View our collection of 1500 business, productivity and self-help books, eAudiobooks, eBooks and eMagazines.

## DATABASES

All Fairfield City HQ members have access to The State Library of New South Wales databases.



### Gale Business: Plan Builder

Grow, plan, and optimise a business/non-profit. Use development tools and a systematic process to build a business plan.



### Gale Business: Entrepreneurship

This is a comprehensive database that covers all aspects of starting and operating a business, including accounting, finance, human resources, management, marketing, tax, and more.



### LinkedIn Learning

LinkedIn Learning has over 4,500 online courses on topics in the three main fields of study: business, technology and creative skills.

Please note as a member of Fairfield City HQ, in order to access these [resources](#) you are required to complete an Open Libraries registration form and accept our terms and conditions.



9725 0899

[www.fairfieldcity.nsw.gov.au/FCHQ](http://www.fairfieldcity.nsw.gov.au/FCHQ)

[FCHQ@fairfieldcity.nsw.gov.au](mailto:FCHQ@fairfieldcity.nsw.gov.au)

Connect on LinkedIn



COMMUNITY



LOCAL BUSINESS



SUPPORT

## Fairfield City HQ



17 Kenyon St. Fairfield NSW 2165



Monday to Friday  
Saturday  
Sunday

8am-7pm  
9am-4pm  
CLOSED

FAIRFIELD CITY







## **FAIRFIELD CITY HQ**

WHERE BUSINESSES ARE BORN  
WHERE BUSINESSES GROW  
WHERE BUSINESSES COLLABORATE