

Creator Space

HOST YOUR COMMUNITY EVENT



WILLOUGHBY CITY
LIBRARY



Application guidelines

The Creator Space is a multi-purpose venue located in the heart of Willoughby City Council, at Chatswood Library.

We are calling for applications from individuals and groups to hold community events that spark new ideas, creativity and relationships in the community. As a free facility all activities must be open to adults and young adults to participate (aged 12 years and up). Successful applications are subject to term and conditions. If you wish to host a one-off event, send us your expression of interest at library@willoughby.nsw.gov.au.

About the space

The Creator Space can play host to an array of events from physically hands-on activities to digital design, including:

- robotics and coding
- art and craft: drawing, weaving, fashion design, jewellery making, origami, machine sewing
- digital arts: videography, photography, graphic design, podcasting
- live events: talks, presentations, workshops, performances
- entertainment and film events.

Who can apply?

We invite submissions from creatives, event producers, experienced facilitators through to anyone with a fresh take on a brilliant idea they want to bring to life. We especially invite applications for community events that:

- fosters and supports hands-on continuous learning
- inspires creativity
- shares skills, knowledge and resources
- connects accessible events with diverse audiences.

Criteria

Submissions are open to:

- individual event organisers
- not-for-profit groups
- unincorporated organisations.

The space is not available for religious, political or commercial use.

Applications will be evaluated using the following criteria:

- Event is free of charge and open to participants 12+ years.
- Community interest, demand and relevance.
- Alignment with the aims and objectives of the Creator Space.
- Event is ongoing (held at least 4 times over a 12 month period).

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When and how often should activities take place?

Successful applicants will be allocated a regular time to hold ongoing events for up to 12 months. To support the delivery of each group's activities, a review is scheduled with staff after the initial 3 months.

What is the cost?

It is free.

What is the maximum capacity?

60 people.

Resources and equipment

Presentation equipment

- Two built in high resolution projectors.
- Epson digital overhead projector.

Photography and video recording

- Green, blue, black and white screen backdrops.
- Three LED soft lights.
- Tripod.

Catering facilities

- Kitchenette with hot water tap.
- Basic crockery.

Robotics (Creator kits)

- Makey Makey.
- Stick Bots.
- Stick Bot Scorch.
- Raspberry Pi.
- Lego@Mindstorms.
- Makeblock Mbots.

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Storage

Cupboards for non-bulky items may be available, subject to availability.

Tables and chairs

- For events up to 60 people in theatre style setting.
- Seating plans: Auditorium, boardroom, classroom or U shape.

Promotion

Activities are marketed through the Library's media channels however we encourage all event organisers to use their personal and community networks for promotion.

Conditions

Successful applications are subject to conditions and guidelines to ensure a successful event. Applicants are required to:

- nominate a co-ordinator as the representative for contact purposes
- attend a site induction prior to the initial event
- ensure the safe and proper use of equipment provided, e.g. projector, partitions and furniture.