

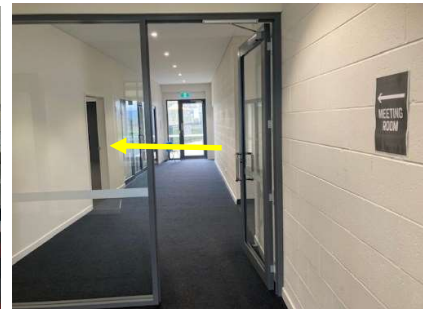
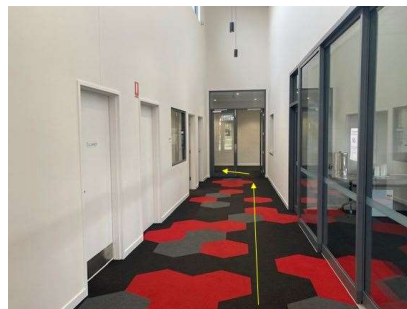
# Campbell Town Recreational Complex Meeting Room 2 Guide

## Getting here

The Campbell Town Recreational Complex is located at **57 High Street Campbell Town, Tasmania**



Enter building via the main entry. Then follow the hexagonal carpet down main hall and to the left through the glass doors. Then follow the meeting room sign, the Meeting Room is on the left through the grey door.



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## Information for the Host

### Facilities

- **Accessibility** – the building is accessible, with assigned parking at front, and designated toilets.
- **Toilets** - are located to the left of the main entry point. Please follow the signs. Changerooms on the courtside of the building are locked, unless booked as part of the meeting.
- **Tea and coffee** - is available in the meeting room. Milk is located in the mini-fridge within the room. *Catering and table wear\** and any specific dietary requirements are to be arranged by the host. (\* Table wear includes cutlery, plates, napkins, etc.).
- **AV Equipment** – to connect a laptop to the TV screen, turn on the TV using the remote located on the table (please ignore the warning message regarding ‘low signal’), then connect your laptop using the long black HDMI cable (if using Apple products an adaptor is also provided). The laptop screen should be replicated on the TV screen. You will need to provide your own laptop.
- **Heat Pump** - the remote for the heat pump is located to the left of the TV on the wall. Please adjust as required.
- **Whiteboard** – there is a whiteboard available within the room.
- **Parking** – is available at the front of the Complex.



### Emergency information

- In the event of an evacuation, please follow the advice from a warden or leave immediately through the nearest safe exit (follow the green exit signs). Go directly to the assembly area located at the Main entrance to the site (driveway entrance at end of car park). Await further instructions from Emergency Services or the NMC Representative.

### Venue requirements

- Please ensure all guests follow current COVID arrangements. For further details visit: <https://www.coronavirus.tas.gov.au/>
- Please leave the room as you found it. If there is excessive mess (e.g., food on the floor, etc.) there may be an additional charge incurred.
- Please be respectful of the other patrons and keep noise to a minimum when in shared areas (e.g., hallways, outside windows, etc.).
- Other areas (kitchen, change rooms, etc.) will be locked, unless the space has been booked as part of your reservation.

### Please note during swim season: Dec to Mar – Afternoons

- Meeting Room guests are not permitted to use the changerooms. Please use the toilets located near the building entrance.
- There may be some noise from the pool guests, including children, moving through the building/using the kiosk/whilst using the pool.
- Please ensure the white/light coloured blinds are set to the lowered position at all times whilst the pool is in use. This is for the safety and security of pool users.

### Feedback

Do you have feedback, comments or suggestions? Please email [council@nmc.tas.gov.au](mailto:council@nmc.tas.gov.au)

### Contact

Should you require any assistance, please to contact the **Facilities Officer** on **0456 996 809**. Please note, the Facilities Officer works part-time and may not be on site at all times. If you require urgent assistance and the Facilities Officer is not available, please contact Northern Midlands Council on (03) 6397 7303.

Information as at Dec 2023