

DPARTMNT





*we're so glad
you're here*

welcome to
DPARTMNT





DPARTMNT VENUE GUIDE

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about DPARTMNT

DPARTMNT is a flexible work space built on community values with a desire to collaborate, innovate and contribute. We have developed a unique culture that allows businesses and professionals to explore, grow and excel. We harbour the curious and provide structural support for wonder and exploration. We're not just an office, we are a community and a reason to do good business. DPARTMNT cultivates the best clientele to ensure success in an environment business can thrive in.

our Values

CURIOSITY

**Inquisitive | Wonder |
Exploration**

We harbour the curious and provide them with structural support to explore this.

CULTIVATE

Help | Nurture | Growth

Our purpose is to cultivate the best clientele and business to ensure success and that they have an environment they can thrive in.

CULTURE

**Shared ideas | Values |
Social behaviours**

We have developed a unique culture that will allow business to explore, grow and excel.

COMMUNITY

Common | Shared | Flourish

We're not an office, we're a community. We're a reason to do good business and stand by that.



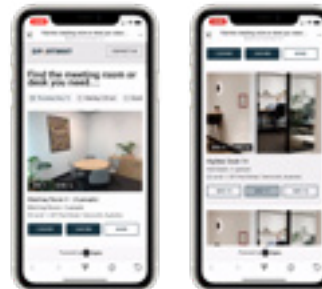
DPARTMNT VENUE GUIDE

how to Book

Our booking process is simple for those who are ready to join our space.

DPARTMNT's hotdesks and meeting rooms can be booked online through our website or the Optix app. Simply choose your preferred room or desk, select a time and duration, log in or create an account, enter your payment details and confirm your booking! Your desk will be reserved with an "I'm taken" sign, ready for you to get to work when you arrive.

For full time members we have dedicated desks meaning you won't have to book.







housekeeping

Kitchen

Everyone can access our kitchen at DPARTMNT. Please yourself to fruit, tea (top drawer under the coffee machine), coffee, hot chocolate etc.

Our microwaves, fridge, toasted sandwich maker & toaster (butter's in the fridge) are all there and ready for you to use. All we ask in return is that you respect our space and place all plates, cups and cutlery in the dishwasher and wipe down the benches after use. Please be considerate and avoid bringing strong smelling food into the space - and especially back to desk areas.

Bathrooms

Our bathrooms can be found at the back of the building down the hall next to the kitchen. Showers are there for you to use if you require. Feel free to bring your own towel but we've got some fresh ones if you need it.

Phone Etiquette

We know calls are essential to business so you are free to take calls in all areas at DPARTMNT. Please be courteous and respectful and use headphones as opposed to loudspeaker.

If the call requires robust conversation or is likely to take more than a couple of minutes, you might like to move away from the co-work desk areas and utilise the booths, armchairs, pop-in room or duck into a vacant meeting room.

If you're holding a virtual meeting, please consider booking a meeting room or jumping into the Pop-in or Zoom room.

If a meeting room is vacant you are more than welcome to make use of the space for short stints. Please be aware that others may have booked the room and these bookings must take priority.

Checking availability on the app before entering the meeting room is a good idea to ensure you don't impact on other members & their guests and also means you are less likely to be interrupted during your meeting.

Join our Wi-Fi network

Network:	DPARTMNT Member
Password:	DPARTMNT2340

Printer / Copier / Scanner

Reasonable use printing, copying and scanning are all included.

If you are on our Wi-Fi network, the printer should be detected by your computer when you search for a new “device”.

It's called:	iR-ADV C5255
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Before you print, please check the settings and make sure you select the paper as A4, not “Letter” and you should have no problems.

We have a PIN system to use the copier and scanner.

“Department ID”:	0008
PIN:	0008

The rest is fairly self-explanatory and most members around know the ropes and are more than happy to help out – as they’ve all been there before. Please don’t hesitate to ask!





facility Features

The desk you've booked is all yours for your time at DPARTMNT but you can also make use of our shared spaces and any of the vacant hot desks.

The kitchen is open to everyone, as well as the couch, the hallway tables and the front booths. Our 15 minute Pop-in room is also available for you to make a quick call or catch up with some privacy and our dedicated Zoom room is available for booking, perfect for holding private Zoom meetings and being considerate to others working in our space.

There are two meeting rooms available for booking at DPARTMNT.

Meeting Room 1

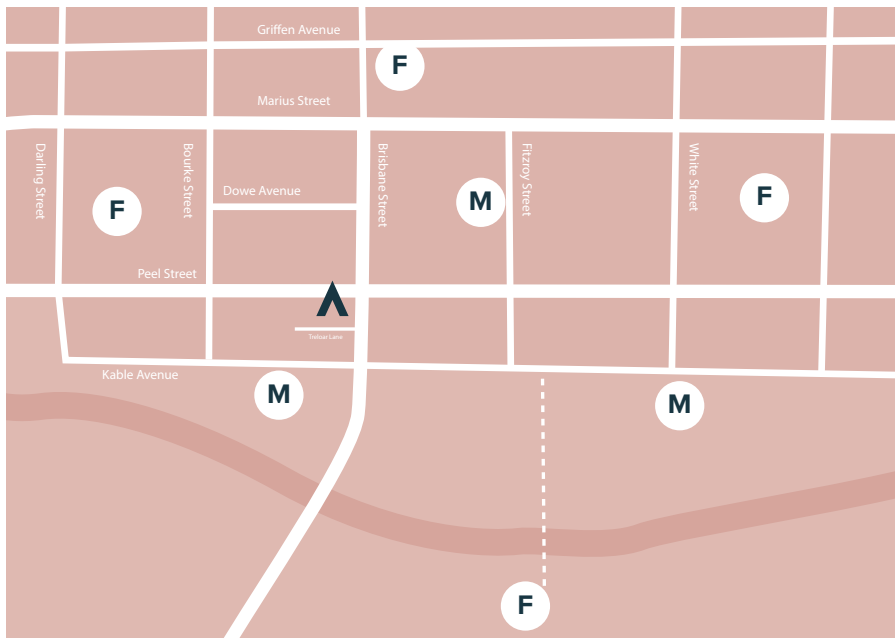
- Seats 8 with room to fit 10 people
- SMART Board
- VC
- Separate under desk PC
- Whiteboard
- A1 flipcharts and post-it notes with acres of wall space to stick them on

Meeting Room 2

- Bright little space
- Small group meetings
- Whiteboard
- Post-it notes
- WiFi and printer access
- Own aircon

We can also arrange catering for meetings upon request.





Access

DPARTMNT is open from 8:00am to 5:30pm daily, with 24 hour swipe key access available for our full time members.

For those driving to DPARTMNT, there are numerous parking options close by. Most parking locations are paid parking, with the EasyPark app available to make payment.

Our space is fully accessible with a lift and disabled bathrooms.

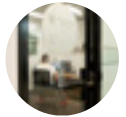
- F** FREE All Day Car Park
- M** METERED All Day Car Park



Floorplan



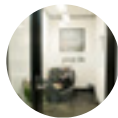
- 1 Desks 1 - 6
- 2 Desks 7 - 8
- 3 Desks 9 - 15



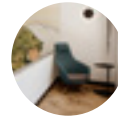
- S Private Suites 1 - 4
- C Corporate Suites A - E



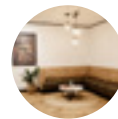
- M1 Meeting Room 1
- M2 Meeting Room 2



- P Pop-in Room
- Z Zoom Room



- B Breakout Spots



- L Breakout Spots



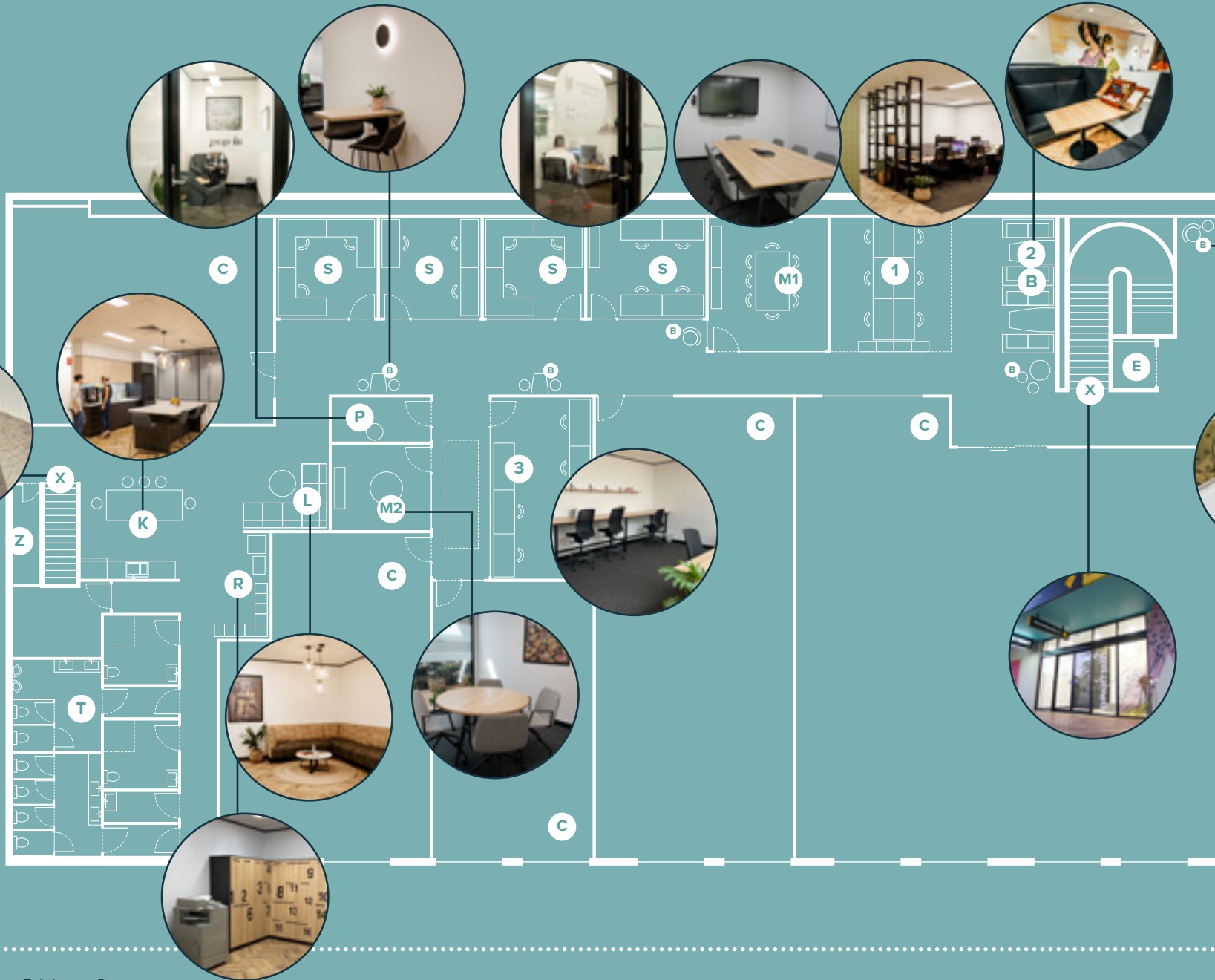
- R Resource Area:
Photocopier & Lockers
Secure Shredding



- K Kitchen
- T Bathrooms & Showers



- E Elevator / Lift
- X Entry / Exit



Treloar Lane

Brisbane Street

Peel Street



meet your DPARTMNT Neighbours

We are lucky to have such a wonderful community of members at DPARTMNT. Our permanent residents and frequent hot-deskers are the best neighbours you could ask for. Everyone is very friendly and willing to help you out if you have any questions!

- S1** Justice Advocacy Services

- S2** Wolf Tax / Farm Simple

- S3** Northern Inland Regional Waste

- S4** Sprout Ag

- CA** Commonwealth Bank Business Centre

- CB** AgriRisk

- CC** GHD

- CD** C7EVEN

- CE** PlanPlus Wealth Advisors



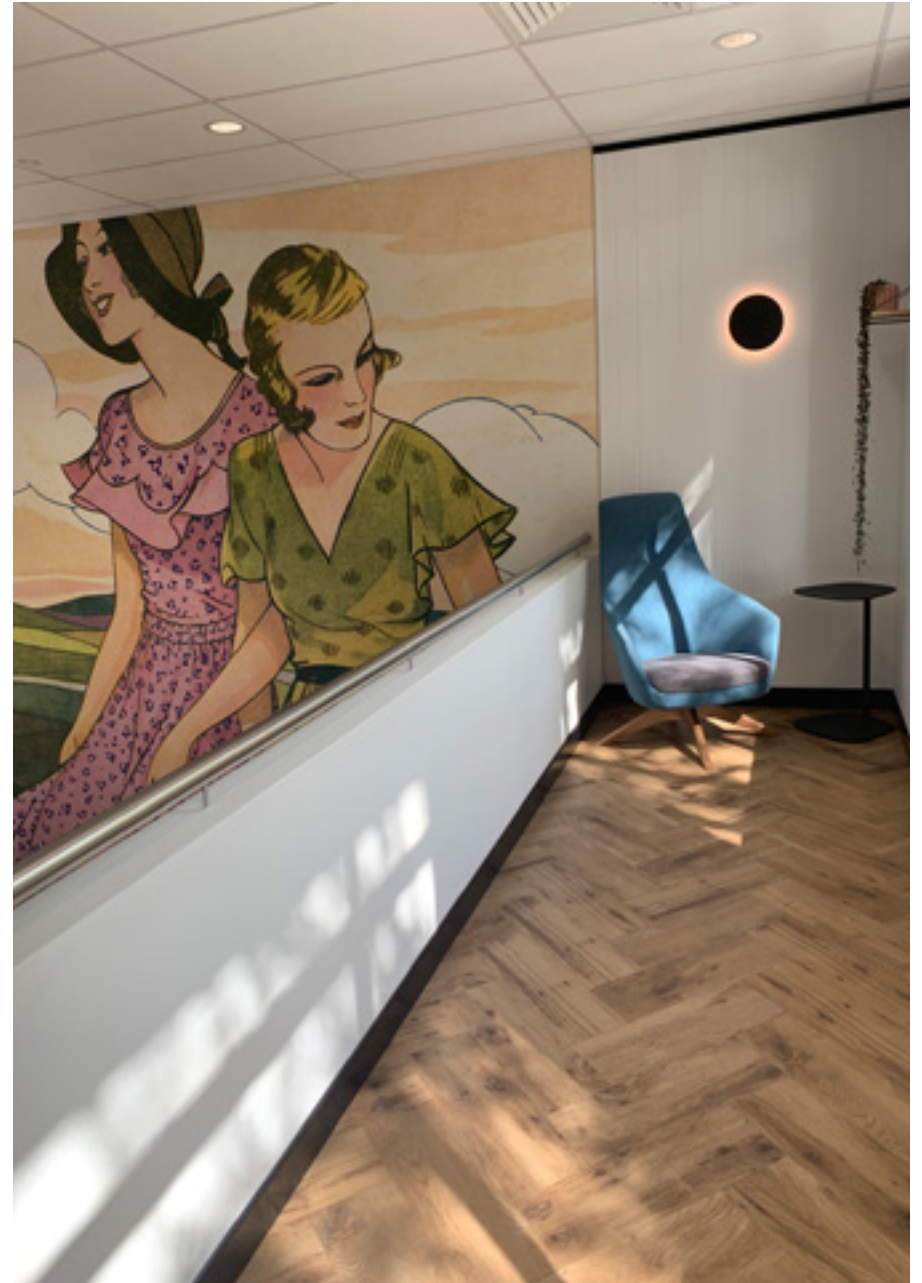
communications

Most of our internal communications happen through the app so make sure you have notifications turned on to stay in the know. You can also subscribe to our newsletter!

You can find us on [Instagram](#) @dpartmnt or on [LinkedIn](#)

DPARTMNT perks

DPARTMNT is committed to supporting our members and the businesses operating in our space. Let us promote your business by providing your logo, popping your business cards out the front and sharing your time at DPARTMNT on social media for us to reshare. We like to highlight our members with member profiles on our website so let us know if you'd like to feature. Also, if you provide DPARTMNT with a Google review we'll give you a \$20 credit on your next booking!





Events

Sometimes you just have to put down the tools and have a break. We like to hold events for our members to connect, share and refresh.

These events are a fantastic opportunity to bring guests, meet others and learn a little more about what's going on in and around Tamworth. If you're interested but not yet a member - make sure you join our mailing list to stay in the loop about what's happening.







Local Area Guide / Recommendations

DPARTMNT is centrally located in the heart of the Tamworth CBD along the main street. Everything you could need to get through the day is closeby. There's a chemist next door, Officeworks around the corner and most banks a short distance from our front door. For those new to the area, we can recommend some of our favourite local venues to grab a bite to eat or a drink.

A Campgrounds

37 Dowe St, Tamworth NSW 2340

Discover your next coffee adventure at Tamworth's specialty coffee shop, Campgrounds. The super friendly team has you covered for all things coffee, bagels and vegan treats!

B Yum-To-Go

299 Peel St, Tamworth NSW 2340

Sandwiches, wraps, fruit salad, sweet treats and Ridgy Didge Pies. Yum-To-Go is located just next door to DPARTMNT fueling you throughout the morning and for lunch.

C Addimi

306 Peel St, Tamworth NSW 2340

A relaxed coffeehouse and kitchen, Addimi is open from 6am-2pm during the week for coffees and cafe meals.

D Deco Wine Bar

330 Peel St, Tamworth NSW 2340

A sophisticated venue directly across the street, Deco is at the front of CH on Peel.

E The Welder's Dog

37 Dowe St, Tamworth NSW 2340

If you're looking for an after-work drink look no further than Tamworth's craft beer bar. The Welder's Dog is next door to Campgrounds, serving up locally brewed beers and an array of spirits.

F The Tudor Hotel

327 Peel St, Tamworth NSW 2340

Grab a pub feed across the road at the Tudor hotel where you can find your usual pub menu for lunch and dinner.

G The Magic Pudding

295 Peel St, Tamworth NSW 2340

Something for everyone! The Magic Pudding has an extensive range of gifts and regional artisan hampers available for you to treat yourself or someone else. We highly recommend popping in for a browse, or you can shop online on their website. You never know what you might find.

H Designer Bunches

70 Brisbane St, Tamworth NSW 2340

Flower's for all occasions can be found at Designer Bunches who provide a stunning array of floral arrangements.

I **Glamour Empire**
 16-18 Brisbane St, Tamworth NSW 2340

Just around the corner Glamour has you covered for all your hair and beauty needs. Pop in and see the girls for some pampering!

J **Eastpoint**
 502/504 Peel St, Tamworth NSW 2340

At the other end of the CBD is the Eastpoint shopping complex for your grocery and grog needs.

Woolworths / **Dan Murphys**

K **Centrepoint shopping centre**
 is located across the road on the next block. You'll find the following there:

Aldi / **JBHI-FI** / **Fast food outlets** / **Retail stores** / **Cinemas** / **Day Care**

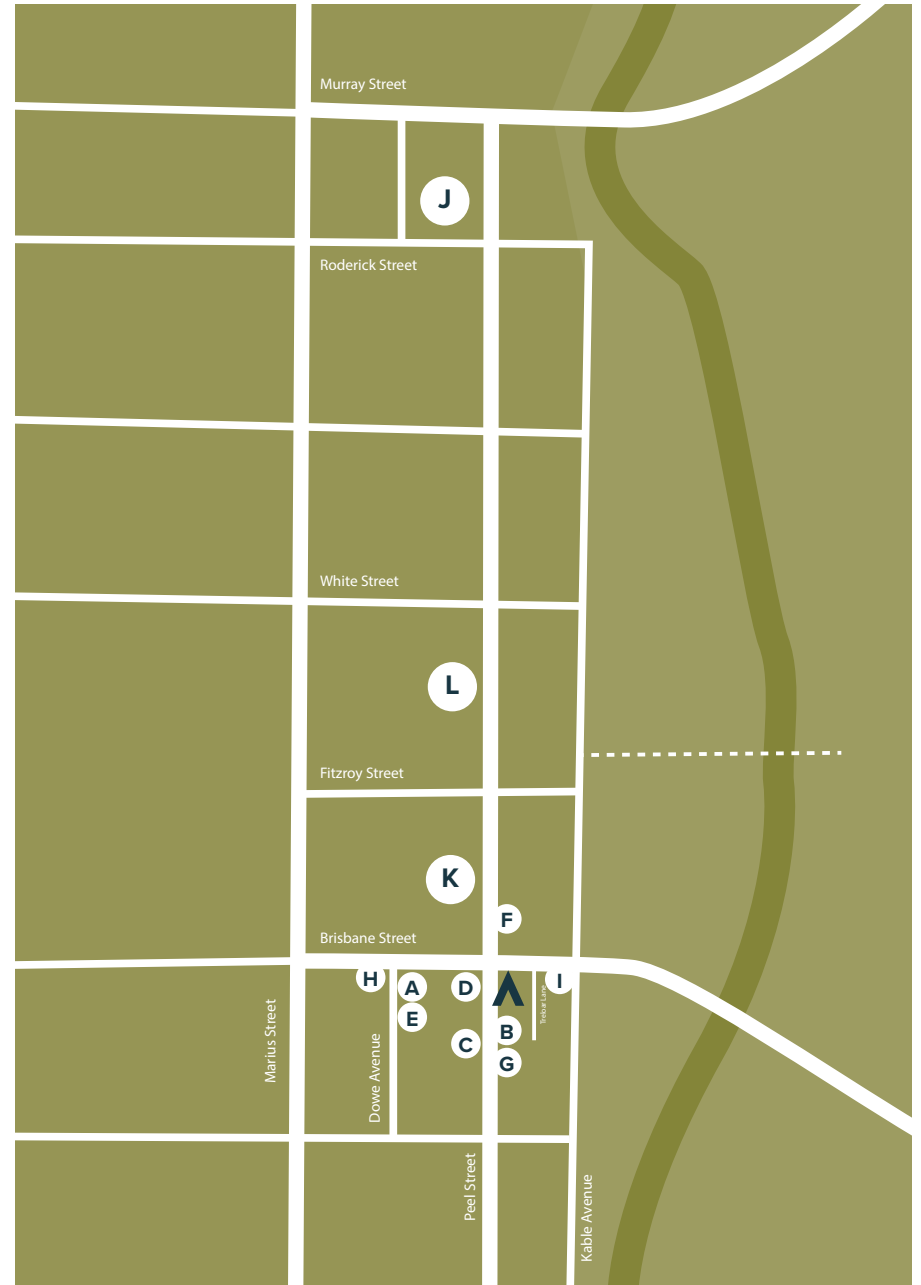
374 Peel St, Tamworth NSW 2340

L **Tamworth Square** can be found a little further down Peel Street with:

Coles / **KMART** / **Bakeries** / **Butcher** / **Newsagent** / **Chemist** / **Fast food outlets** / **Retail stores**

432/452 Peel St, Tamworth NSW 2340

Stay up to date with what's going on in Tamworth by checking out the following pages





DPARTMNT.com.au