



# Paddington Annexe

## Entry Instructions



The Paddington Annexe is located along the path to the right of the building.

**10 Moreton Street, Paddington Hall Qld 4064**

**Note:** To gain access you require an access card provided to you by Community Qld. Your access card is set **ONLY** to the date and time of your booking. Your access card will not allow access earlier.

- Swipe the card over the black scanner, pull down the handle and push the door in.
- The light switch for the foyer is between the exterior doorway and the Annexe door.
- The airconditioning remote is mounted on the wall to the right (instructions are on the wall).
- The door to the front veranda (at the Moreton Street end) can be opened from inside the Annexe.
- The kitchen is shared between the groups in the hall and the Annexe.
- The kitchen light switch is near the servery bench.
- The rubbish bin is beside the fridge with bags under the liner.
- A council rubbish bin is located to the left as you enter the park gate from Moreton Street.
- If there is another group using the hall access the toilets by coming back out of the entry and turning left. Enter the door at the top of the small set of stairs. The toilets can be accessed through the hall if it is empty.

### Emergency Information

- First aid and sharps kit are located on top of the fridge.
- Emergency information box is located on the wall beside the fridge.
- One fire extinguisher is located in the kitchen/foyer area and two are next to the stage.
- Fire extinguishers are located in the kitchen and foyer area with another two next to the stage.
- Emergency evacuation diagrams are next to every exit.
- Fire blanket is mounted on the wall next to foyer exit door.
- Please make sure you have read and understood the Emergency Evacuation Information on the Community website.

**Paddington Annexe bookings: [bookings.communify.org.au](https://bookings.communify.org.au)**

If you have a problem/emergency during your booking, contact the appropriate number below:

Emergency Services: 000

Alarm faults: 3390 8337

Urgent venue matters: 0401 304 099





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## Exit Instructions



Please help us to keep this community space clean and tidy for the next group.

- Dispose of all rubbish (kitchen and bathroom) in to the Brisbane City Council bin located in the park.
- Pack and turn on the dishwasher.
- Wash, dry and put away any other utensils used.
- Return all chairs and tables used to their designated areas (as per photos)
- Sweep and mop floors
- Wipe down whiteboard (if applicable)
- Take down all decorations (if applicable)
- Turn off all lights and fans.
- Turn off airconditioning.
- Ensure all doors and windows are closed and locked.
- Leave the hot water power **ON** in the kitchen

Please email us (with photos) at [communityspaces@communify.org.au](mailto:communityspaces@communify.org.au) if you arrive and the venue has not been left in an acceptable manner. If you find that any cleaning products / tools are running low, please let us know.

Thank you for using a Communify venue, we hope to see you again!

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