



Paddington Hall

Entry Instructions



10 Moreton Street, Paddington 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 your access card over the black scanner, pull down the handle and pull the door outwards.
- Light switches are to the right of the entrance door.
- Ceiling fan switches are on the right hand side of the stage.
- Stage light switches are on the stage.
- The toilets are to the left of the stage.
- The shared kitchen is to the right of the stage via a door and foyer area.
- The foyer light switch is between the exterior doorway and the adjoining Annexe.
- Kitchen light switch is near the servery bench.
- The rubbish bin is beside the fridge with spare plastic bags under the liner.
- The foyer door leads to a rear porch and pathway to adjacent park.
- A council rubbish bin is located to the left as you enter the park gate from Moreton Street.

Emergency Information

- First aid and sharps kit is located on top of the fridge.
- Emergency information box is located on the wall beside the fridge.
- Fire extinguishers are located in the kitchen and foyer area with another two next to the stage.
- 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 Hall bookings: bookings.communify.org.au

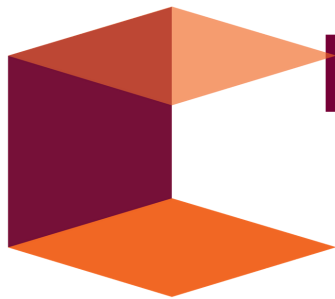
If you have a problem/emergency during your booking, contact the appropriate number below:

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.
- Remove all food and drinks from the fridge (if applicable)
- Sweep and mop floors (if applicable)
- Wipe down whiteboard (if applicable)
- Take down all decorations (if applicable)
- Turn off all lights and fans.
- Leave the hot water power ON in the kitchen.

Please email us (with photos) at communityspaces@communify.org.au if you arrive and the venue has not been left in 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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