



Paddington Play Centre

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 above the handle, pull the handle down and pull open the door.
- The light switches are on the wall immediately on your right.
- The keys to open the locks to the retractable glass doors are in the key safe between the doors (code provided by Community).
- Push on the lever/handle slowly and carefully open the doors outwards.
- Chairs and tables are located in the storeroom on the right hand side of the space.
- Access to the toilets is on the outside of the building via the third and fourth orange door.
- A key safe to access the key for the toilets is located between the male and female toilets (code provided by Community).
- The light switches to the ladies toilet are located on the far left on the back wall.
- The light switches to the men's toilet are located immediately on your left as you enter.
- Access to the sandpit is via the back door.
- Fridge is located in the storeroom

Emergency Information

- First aid kit is located in storeroom next to the kitchenette
- Fire extinguisher located to the right of the main door
- Emergency Information cupboard on the wall above the sink.
- Please make sure you have read and understood the Emergency Evacuation information on the Community website.

Paddington Play Centre 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 keep this community space clean and tidy for the next group.

- Dispose of all rubbish in to the Brisbane City Council bin located in the park.
- Wash, dry and put away any 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).
- Take down all decorations (if applicable).
- Place the keys back in to their designated key safes.

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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