



Spring Hill Hall



Entry Instructions

10 Moreton Street, Spring Hill Qld 4000

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 push the door in.
- The light switches for the veranda are on the first double doorway into the hall on your left.
- Light switches for the hall are located on the wall at the Water Street end of the building.
- Foyer and external light switches are located by the door at the Water Street end of the hall.
- Stage light switches and ceiling fan switches located on the right of the stage.
- The kitchen light switch is on the small wall dividing the hallway to the toilets and main hall.
- Cleaning equipment is under the sink in the kitchen and in the grey cupboard on the far wall of the kitchen.
- The rubbish bin is beside the kitchen bench with spare plastic bags under the liner in the bottom of the bin.
- Council bins are located in the park closest to the carpark.
- Male, female and disabled toilets are located beyond the kitchen. They are also accessible from the main hall foyer on the Water Street end of the building.

Emergency Information

- The first aid and sharps kit is located in the overhead cupboard in the kitchen.
- The fire extinguisher is located beside the fridge.
- Emergency evacuation diagrams are next to every exit.
- Emergency information box is in the kitchen.
- Please make sure you have read and understood the Emergency Evacuation information on the Community website

Spring Hill Hall bookings: bookings.communify.org.au

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

Emergency Services: 000

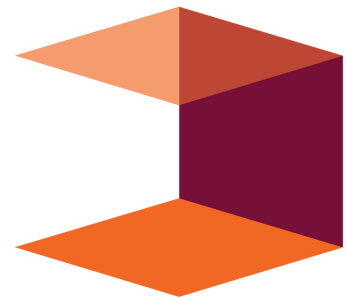
Alarm faults: 3390 8337

Urgent venue matters: 0401 304 099





Spring Hill Hall



Exit Instructions

Please help us 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 near the carpark.
- 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.
- Ensure all doors and windows are closed and locked.

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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