



# The Newmarket



## Entry Instructions

**212 Ashgrove Avenue, Ashgrove Qld 4060**

**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.
- Keys for the internal sliding doors are in the key safe box next to the entry door.
- To obtain keys from the key safe, push down the lowest button to 'clear' the pad. Enter 4 digit code (provided by Community) and pull down the top button to release the lock - you will find the keys inside.
- The large key is for the two sliding doors to the front of the downstairs bar (these sliding doors **MUST** be open for emergency purposes). The key with Whitco on it is for the sliding door upstairs.
- On the noticeboard in the downstairs foyer is a guide to all the lights within the building
- Unisex toilets upstairs are shared between hall hirer and kitchen hirer.
- Brisbane City Council bins are located on the left of the building.

### Emergency Information

- Fire extinguishers and fire blankets are located downstairs and upstairs
- Emergency evacuation diagrams are next to every exit.
- First aid kit is located in the kitchen
- Please make sure you have read and understood the Emergency Evacuation Information on the Community website

**The Newmarket 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 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 besides the building.
- 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.
- Return the sliding door keys to the key safe at the front entrance.
- Ensure all doors and windows are closed and locked.

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 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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