212 Ashgrove Avenue, Ashgrove Qld 4060

NOTE: To gain access you require an access card provided to you by Communify 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 Communify) 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 Communify website

The Newmarket 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
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 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!

The Newmarket 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