



## ***Welcome to the Gold Coast Performance Centre***

### **House Rules**

1. **The Gold Coast Performance Centre is an alcohol and smoke-free complex**
2. There is a noise curfew at 22:00 – 06:00. We ask all guests to keep noise levels down during this time.
3. **No food or drink** in the bedrooms. Please consume and store in the common areas only.
4. **Out-of-Bound Areas** are the
  - Member's Change Rooms (near reception)
  - Behind and inside other group's lodges
  - Pools, Hockey Pitch, Track & Field
  - Gym (*casual visits to the gym for Coaches and Teachers may be purchased for \$5 from Reception – must bring a towel. No bags in gym*)
5. All furniture **must not be moved from its location in lodge.**
6. Please keep **path in front of lodges clear at all times.** All group belongings should be kept inside the lodge common area.
7. For meal bookings please make sure to **clean up after yourself, empty plates into designated areas, and push chairs back into place** when finished.
8. Please ensure any damaged equipment, **whether your own fault or not**, is reported to an Accommodation staff member immediately.
9. Please ensure **air conditioners are turned off when rooms are unoccupied.** Also, please help us to save the environment and keep the air conditioner **temperature to 24 degrees.**
10. **After hour's access. Once reception is closed.** Please use gate via the walkway between lodges 2 & 3 for entry & exit. Swipe room key on panel to enter. All boundary Gates are locked at 10pm each night. Please call security to let you in & out after hours.
11. **Wash or sanitise your hands when moving between facilities.**
12. **Keep 1.5m social distance where possible.**
13. **Only enter your own bedroom/lodge.**
14. **If you have any symptoms relating to Coronavirus, please speak with your team manager immediately.**
15. **Please ensure to follow the maximum room capacity for all areas.**

### **Important Information**

- **Assistance is available 24 hours a day.** Dial 2 or (3010 after hours) to reach reception from the phone in the lodge (under the stairs) Or alternatively, to reach security/duty manager directly, dial:

**0416 009 985**

- **To avoid a charge on your account:** leave all borrowed towels and linen in your lodge rooms and return keys to accommodation office or reception.
- **Gym or pool use requires prior permission from accommodation staff (fees apply).**

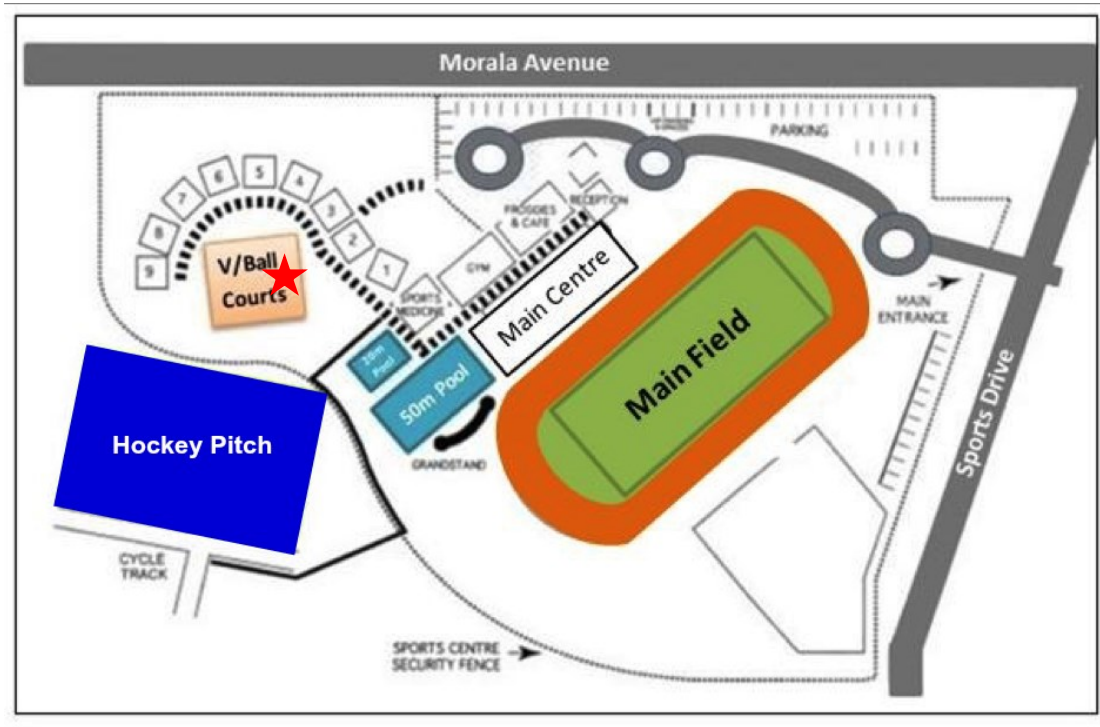
**To view the GCPC's compendium, which includes local information and contact details, please scan the QR code.**



**Please turn page over to view Venue Map and Evacuation Procedures!**



## Venue Map



## Evacuation Procedures

 Emergency Assembly

### Discovering a Fire or Emergency Situation?

#### **During & After Office Hours**

On discovery of fire/emergency situation, please advise the exact location to GCPC Admin/Duty Manager/Security by contacting **0416 009 985** or **dial 2** from your lodge phone (located under the stairs) immediately.

#### **Evacuation Alarm**

Please move to the nearest evacuation point – For lodges please move directly to the Volleyball Courts

#### **Fire Wardens**

During the evening – groups will be responsible for designating 1x staff per lodge to be the Fire Warden. Designated Fire Wardens must ensure all guests have vacated the lodge and perform a final sweep once everyone has been evacuated. Please see the Accommodation Team if you have any questions.

#### **LOCKDOWN**

- Communication made to cabins and dining hall via GCPC staff or mobile phone. Music :Horses by Daryl Braithwaite will be played over our PA system
- External groups informed via mobile phone by admin.
- Guests are requested to remain / assemble at the nearest lockable building e.g. Their lodge, building or dining room.
- Doors and windows are to be locked and numbers are collated.
- Information passed to GCPC staff who will coordinate this process.
- GCPC staff will be in close contact with guests and inform when all is clear.