



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 **21:00 – 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. **Top bunks and elevated beds are dangerous and are not recommended for children under the age of nine. No jumping, hanging over, climbing, sitting or playing on bunk beds, stairs and rails.**
5. **Out-of-Bound Areas** are the
 - Member's Change Rooms (near reception) and parking near reception
 - Behind and inside other group's lodges
 - Pools, Hockey Pitch, Track & Field, Conference Rooms unless booked in advance
 - Pools (*casual visits to the pool for Coaches and Teachers may be purchased for \$5.70pp from Reception – must be during lifeguarded hours only*)
 - Gym (*casual visits to the gym for Coaches and Teachers may be purchased for \$5.70pp from Reception – must be during Centre opening hours only, bring a towel. No bags in gym*)
6. All furniture **must not be moved from its location in lodge.**
7. Please keep **path in front of lodges clear at all times**. All group belongings should be kept inside the lodge common area.
8. For meal bookings please make sure to **arrive on time, clean up after yourself, empty plates into designated areas, and push chairs back into place** when finished.
9. Please ensure any damaged equipment, **whether your own fault or not**, is reported to an Accommodation staff member immediately.
10. 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**.
11. **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.
12. **Wash or sanitise your hands when moving between facilities.**
13. **If you have any flu like symptoms, please speak with your team manager immediately.**

Important Information

- **Assistance is available 24 hours a day.** Dial 2 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 and return keys to accommodation office or reception.
- **Gym or pool use requires prior permission from accommodation staff (fees apply).**

Accommodation Office Hours of Operation (for group booking adjustments)

Monday – Friday 6am – 5pm

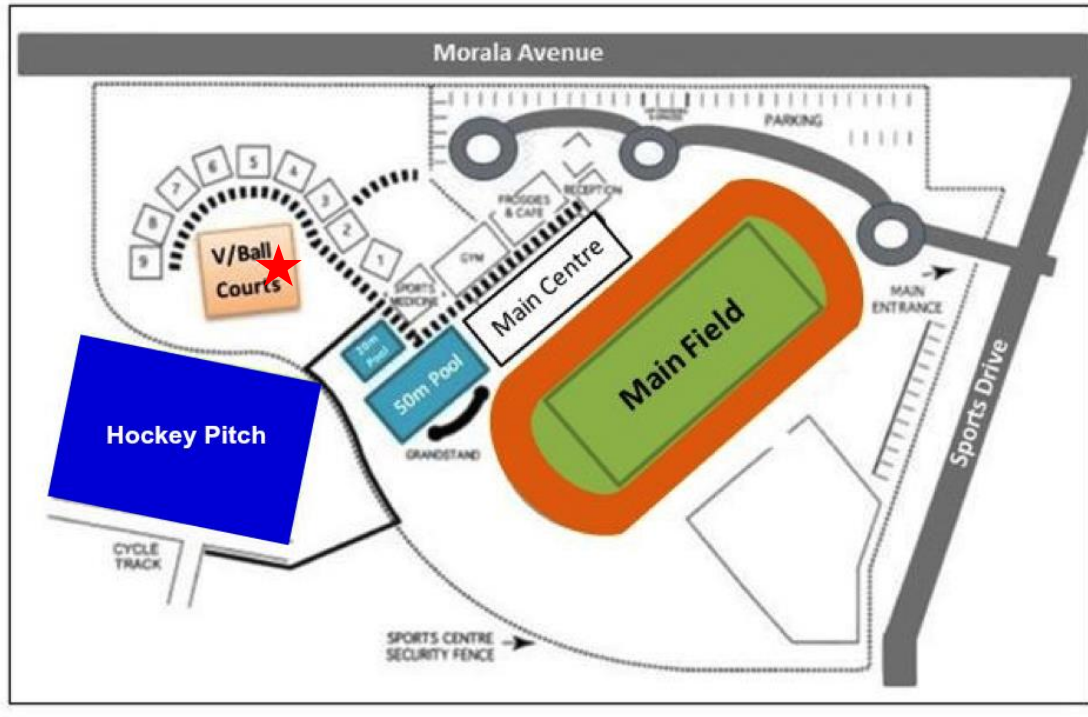
Saturday 7am – 4pm

Sunday 7am – 2pm

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!





Evacuation Procedures



Emergency Assembly
Area

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.