

Brighton Wellness Hub

Fact Sheet

Important Information - Brighton wellness Hub - crn 19th ave and Hornibrook Highway, Brighton 4017.

Email: COH-Engagement@health.qld.gov.au Phone: 07 3631 7568.

- **Size:** 322m² – Capacity: 64 (seated)
- **Hub main area features:** Kitchenette, Fridge, phone, 54 chairs, 10 rectangular tables, mobile whiteboard, room dividers and AV equipment
- **Hub small meeting room features:** 6 chairs 2 rectangle tables, whiteboard and AV equipment
- **Bowling green features:** Bowling green, 16 x sets of Bowls, table and chairs
- **Amenities:** There are female and unisex ambulatory toilet facilities.
- **Inspections/Inductions:** Brighton Wellness Hub Management provides prospective hirers with an inspection prior to booking to ensure the venue is suitable. Inspections are conducted between 8.30am – 4.30pm Monday to Friday (subject to the room availability). Once booking is approved and confirmed; a member from the team will contact hirer to schedule a mandatory Induction where hirer will be shown fire exits, evacuation plan and have an opportunity to discuss general formalities.
- **Access:** Upon arrival/departure, hirer is to contact a staff member or volunteer who will ask hirer to sign in/out. If it is after hours you will need to contact security 36317547
- **Furniture/equipment:** It is the responsibility of the hirer to set up/down for any event in the Hub. Set up/down MUST be included in the Hub hire period. Any damage of equipment or property must be reported to staff and repair, or replacement discussed. The Hirer is expected to keep equipment and furniture in the condition in which it is found this includes storage area.
- **Uncollected good:** Hirer property may be stored on site at the discretion of the hub manager.
- **Air Conditioning:** There are air-conditioners and fans at the hub.
- **Lighting:** There are multiple lighting switches located in the Hub. These will be shown to you when you inspect/received induction of the facilities
- **AV EQUIPMENT:** The Hub is equipped with a range of AV equipment for use by Hirers. Every care must be taken in the use of the equipment. Please note staff may be able to assist you with some support of the equipment but please remember they are NOT IT so therefore their knowledge is limited.
- **Cleaning Requirements:** Hirers are responsible for ensuring that the Hub has been packed up and all rubbish has been put in the bins provided. Cleaning and pack up time MUST be included in the Hub hire period.
- **Decorations:** Acceptable decorations must not be placed or affixed in any way that may cause damage to any part of the venue (e.g. interior/exterior floors, walls or other surfaces) and must be removed at the conclusion of each hire period.
- **Broken items:** If anything is found to be broken, please ensure you notify Hub staff on the premises or if unavailable, Security, by calling 3631 7547.
- **Smoking:** In accordance with state legislation, no smoking is permitted on or around the Facility. Smokers must ensure they are a minimum distance of five (5) metres outside of Brighton Health Campus property. • **WIFI:** Is available for usage. • **CAR PARKING:** There is general parking available on site. Should you be holding a large event; the Centre Manager may advise that a specific area on site is to be used for parking of those attending
- **Parking:** There is 4 spots allocated to Brighton Wellness hub in the car park as well as on street parking. If the booking is outside of hours you can use the full car park.