

Welcome to Gold Coast University Hospital

Pathology and Education Building



Venue Information

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Contact

Venue Management Coordinator

Melissa Peters

Ground floor

Block E

Pathology and Education Building

Gold Coast University Hospital

1 Hospital Boulevard, Southport QLD 4215

Ph: 07 5687 6319

E: GCUH_Meeting_Room@health.qld.gov.au

Venue Management - hours of operation

Monday to Thursday – 7:00am to 4:30pm

Friday – 7:00am to 4:00pm

Saturday to Sunday – open by event only

Public Holidays - closed



Facility layout



Terms & Conditions

Venue Management Reception is open between the hours of 7:00am – 4:30pm, Monday to Thursday, and 7:00am to 4:00pm Friday. Venue Management is open Saturdays and Sundays by event only and is not in operation on Public Holidays.

The Venue Management Coordinator has the right to refuse or cancel bookings in response to the emergent needs of the Gold Coast Hospital and Health Service.

The organisation and / or the individual in whose name the booking is made (unless otherwise stated) under is considered the hirer and shall be jointly and severally liable with respect to the booking. In the event of a hirer leaving a department or organisation it is their responsibility to inform their replacement (or supervisor) of any pre-existing bookings.

A fee for service will be charged to all Queensland Health entities outside of the Gold Coast Hospital and Health Service and any external clients during normal business hours.

Terms of entry

Entry to and attendance within Venue Management facilities will be entirely at the hirer's risk. Permission to enter the Gold Coast Hospital and Health Service property is valid for the period specified on the booking form only.

Equipment

Any breakages or faults of equipment are to be reported to the Venue Management Coordinator. Damages to the facility and/or equipment will be charged accordingly.

Audiovisual

All meeting rooms are equipped with data projectors and computers. External stakeholders will not have access to the internet when utilising the computer within the meeting room. To access the internet, the client will be required to connect the public wifi via their external device such as their own personal laptop, tablet etc.

For business hour events, audiovisual support will be provided free of charge, between the hours of 7:00am and 4:30pm Monday to Thursday and 7:00am – 4:00pm Fridays. Audiovisual support is incorporated in the room hire cost for Saturday and Sunday events.

Food & Beverages

Event organisers can organise their own catering sourced via a GCHHS approved catering supplier. Please contact the Venue Management Coordinator for a list of the approved catering suppliers.

Alternatively, event catering can be arranged in conjunction with the Venue Management Coordinator. Food and beverages may be consumed within the foyer and lecture theatre kitchenettes of the PED Building. All due care needs to be taken and any spills must be reported immediately to Venue Management staff for cleaning purposes.

Health & Safety

The event representative is responsible for the health and safety of staff and participants during the duration of the hire period. The capacity of each room is predetermined and is unable to be exceeded due to fire and safety requirements.

Access to the Pathology and Education Building (PED), Block E, is restricted between the hours of 5:00pm and 7:00am daily, without swipe access. GCUH Security Services presence is required for those events within this restricted period.

Fire

The event representative must follow all directions given by the Fire Warden. Participants are required to leave the building in an orderly manner via the clearly marked EXIT doors. Assembly area is on the grassed area located at the entrance of the building.

Visitor Sign-in

In line with fire safety evacuation procedures, all visitors to the Pathology and Education Building (Block E) must sign in as a 'Visitor' and receive a 'Visitor Pass'. Visitors must sign out and return their visitor passes upon leaving the facility.

Cleaning

The room must be left in the same state in which you found it. This includes furniture to be stored to its original setting, and all rubbish to be removed from tables and placed in bins provided. If a room is found to be left in an unacceptable state then a cleaning charge may be drawn against the user.

Guest Property

The property of guests brought onto the hospital grounds is at the owner's risk and remains the responsibility of the guest. Under no circumstances is guest property stored by the Venue Management Reception.

Smoking

GCUH is a smoke free facility. From January 1 2015, smoking is banned at all Queensland public and private hospitals and health facilities, and for 5 metres beyond their boundaries. Infringement notices will be issued to those who ignore this policy.

Marketing and Media

If your marketing plan extends to inviting media onsite please inform us at the time of booking. As a state-funded hospital, our media guidelines stipulate that the service is aware of media activity on the grounds at all times. There are times when the Hospital and Health Service can assist in promoting your event. To find out more information contact the Strategic Communication and Engagement team at goldcoasthealth@health.qld.gov.au or call 5687 76460.

Acknowledgement of Country

A Welcome to Country should be conducted at major public functions. Appropriate functions include government organised, funded and co-funded events such as significant launches of government policy or programs, openings of festivals, award programs, conferences and significant community engagement forums.

Examples may include, but are not limited to the following:

- NAIDOC events
- Award dinners and receptions
- Business breakfasts and lunches
- Conferences eg State Youth Conference
- Festivals and launches
- Sporting events
- Induction ceremonies
- Dedication ceremonies
- Building / venue openings
- Negotiation Tables
- Community Forums
- Roundtables

The Acknowledgement of Traditional Owners / Custodians and Elders differ from a Welcome to Country and can be provided by both Indigenous and non-Indigenous people. This practice demonstrates respect for Aboriginal and Torres Strait Islander cultures and recognises the importance of acknowledging Traditional Owners / Custodians of the land and/or sea.

Acknowledgement of Country for Gold Coast University Hospital

“I would like to acknowledge the Traditional Custodians of the land, the Yugambah (pronounced You-gum-bear) speaking people, on which this event is taking place. I would also like to pay my respect to Elders past, present and future.”



Fire Safety Procedures

Fire Alarm Tones

There 2 x types of tones:

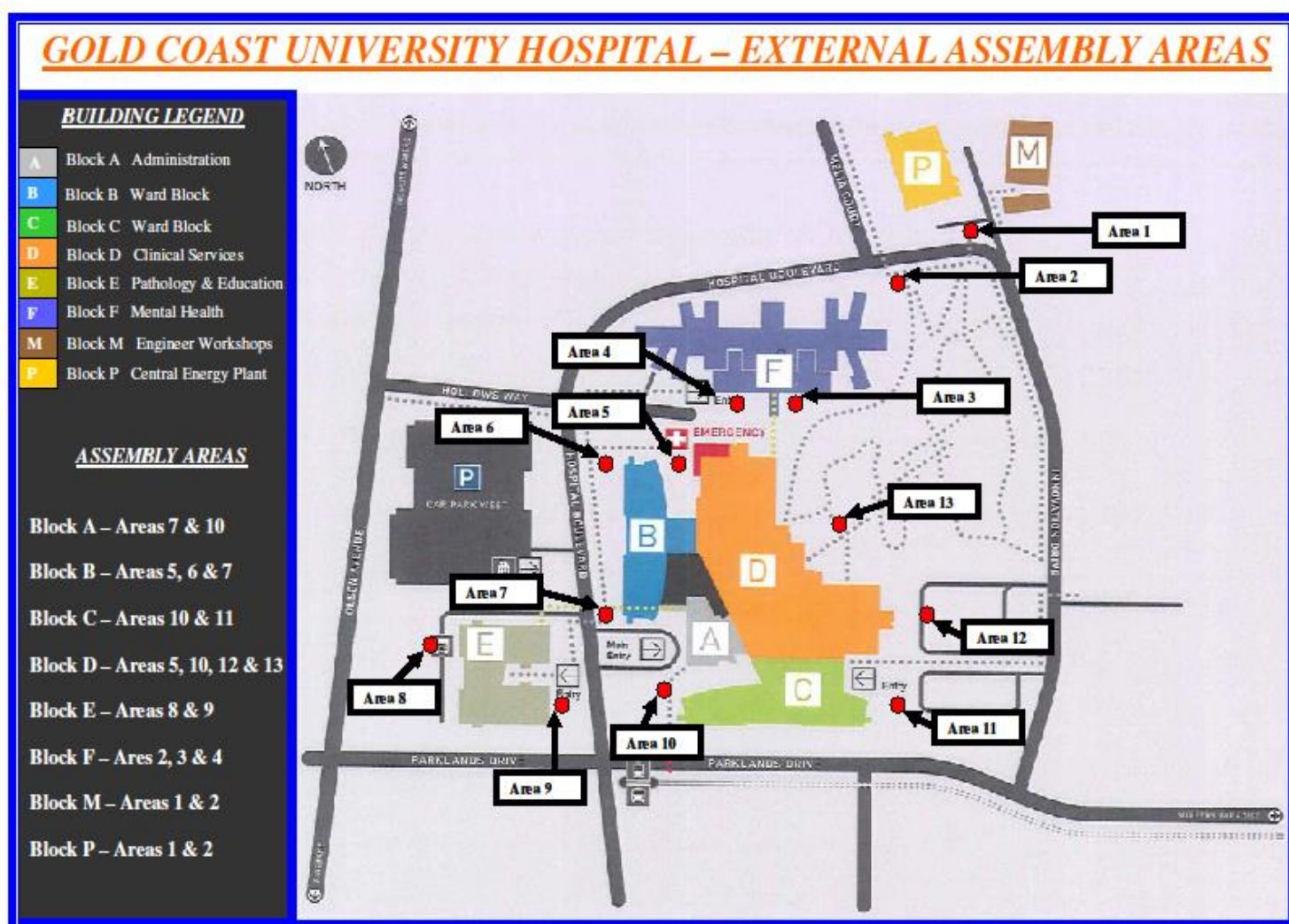
1. **Alert tone** – ‘beep beep’
2. **Evacuation tone** – ‘woop woop’ (with a voice over – ‘evacuate now’)

In the event of a fire alarm tone, please evacuate to our designated evacuation area:


- **Area 9** (grass area adjacent to Block E entrance)

Ensure all persons evacuated are accounted for once at the assembly area.


In the absence of the Fire warden or Deputy Fire Warden, report to the Fire Control Room and advise when all persons are accounted for, or advise if anyone is missing.



Evacuation signs, like the below, are situated throughout the facility to assist in the event of an evacuation.



EVACUATION SIGN



Commercialised in association with the Queensland Government through the Queensland Fire and Rescue Service

PHONE: 1300 738 461
www.conceptssafety.com.au

EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers.
- Leave immediately by the nearest safe exit.
- Move quickly, do not run.
- If possible, close doors behind you.
- Report to your designated Assembly Area.
- Advise a Warden immediately if you are aware of people trapped in the building.
- Do not leave the Assembly Area until the Chief Warden gives the "All-Clear".
- If any injuries are sustained, notify a Warden.

SAFETY CONSIDERATIONS

- Remove persons from immediate danger.
- Alert nearby staff and members of the public and call 000 (operate Manual Call Point if applicable).
- Confine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.
- Extinguish and control the fire (if safe to do so).

FIRE EXTINGUISHERS

OPERATING INSTRUCTIONS


Pull the pin Aim the nozzle Squeeze the trigger Sweep the base of the fire

	Water	Wet Chemical	Foam	Dry Chemical Powder ABC	Carbon Dioxide CO2	Vapourising Liquid	Fire Blanket
A Ordinary Combustible (Wood, Paper, Plastics etc)	✓	✓	✓	✓	✓	✓	✓
B Flammable and Combustible Liquids	✗	✗	✓	✓	✓	✓	✓
C Flammable Gases	✗	✗	✗	✓	✓	✗	✗
E Energised Electrical Equipment	✗	✗	✗	✓	✓	✓	✗
F Cooking Oils & Fats	✗	✓	✓	✓	✗	✗	✓

Gold Coast University Hospital

Parklands Drive, Southport

Block E - Ground Level



EVACUATION DIAGRAM (NOT TO SCALE)

HOSE REEL
 EXTINGUISHER
 HYDRANT
 EWS
 EMERGENCY WARNING INTERCOM. SYSTEM
 MANUAL CALL POINT
 FIP
 FIRE INDICATOR PANEL
 WARDENS INTERCOM. POINT

EXIT PATH
 EXIT
 EXIT
 EXIT
 AA ASSEMBLY AREA
 FIRST AID POINT

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Additional fire safety procedures:

With regards to an event (in particular exhibition/sponsor/stall set ups):

- All paths of travel must be kept clear of any items that will cause obstruction during any emergency escape.
- To enable correct operation, fire and smoke doors are not to be held in the open position by any means other than the approved manner.

Meeting rooms

Seminar Room 1



Capacity – 24-30PAX

Audiovisual facilities:

- PC
- HDMI, DVI, VGA compatible
- Interactive Whiteboard
- Conference phone
- Document camera
- Desktop Videoconference



Seminar Room 2

**can also be booked with seminar room 7 to make for a larger meeting room



Capacity – 30-40PAX

Audiovisual facilities:

- PC
- HDMI, DVI, VGA compatible
- Interactive Whiteboard
- Desktop phone
- Document camera available
- Videoconference compatible



Seminar Room 3 & Seminar Room 4 (subject to change)

**can also be booked with seminar room 7 to make for a larger meeting room



Audiovisual facilities:

- Two x PC
- HDMI, DVI, VGA compatible
- Interactive Whiteboard
- Desktop phone
- Document camera available
- Videoconference compatible



Seminar Room 7

**can also be booked with seminar room 2 to make for a larger meeting room



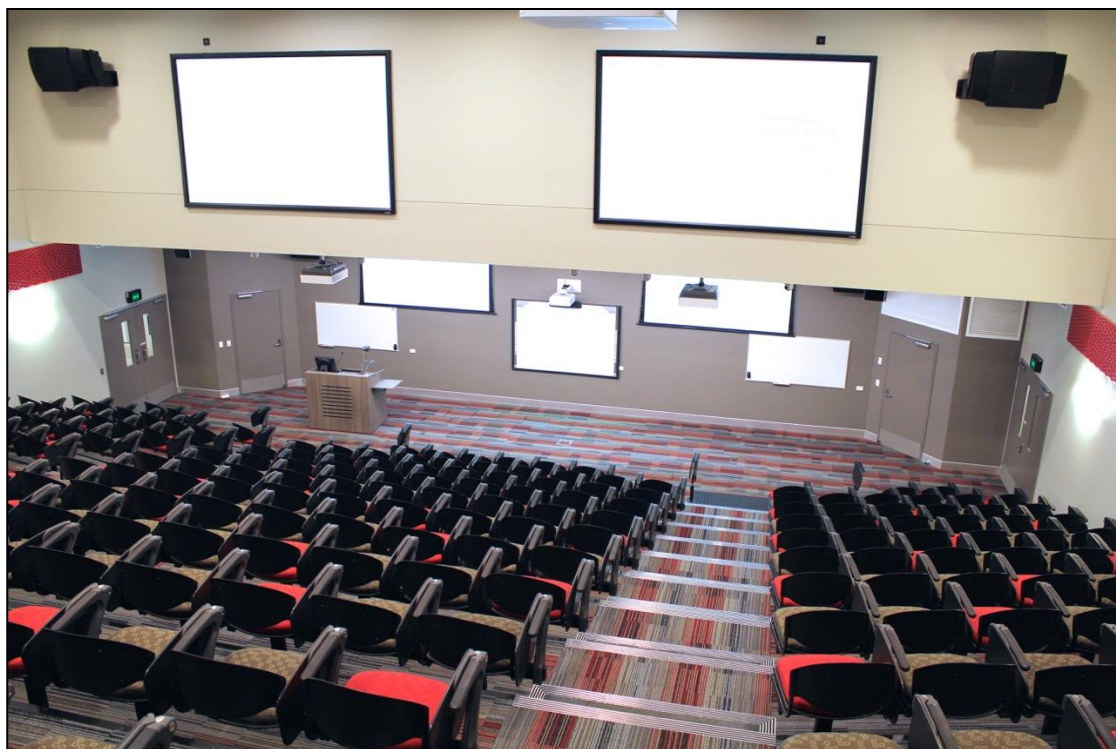
Capacity – 30-40PAX

Audiovisual facilities:

- PC
- HDMI, DVI, VGA compatible
- Interactive Whiteboard
- Desktop phone
- Document camera available
- Videoconference compatible



Lecture Theatre 1 (Large)



Capacity – 244PAX

Audiovisual facilities:

- PC
- 4 projection screens
- HDMI, DVI, VGA compatible
- Interactive Whiteboard
- Desktop phone
- Document camera
- Built in videoconference
- Control room ability



Kitchenette Area 1 (adjacent to Lecture Theatre 1)



Capacity – 50+PAX

Audiovisual facilities:

- Tea, coffee, sugar
- Paper towel
- Cups
- Milk
- Hot & cold water dispenser
- Small fridge

Kitchenette Area 2 (adjacent to Lecture Theatre 2)



Capacity – 100+PAX

Audiovisual facilities:

- Tea, coffee, sugar
- Paper towel
- Cups
- Milk
- Hot & cold water dispenser
- Small fridge

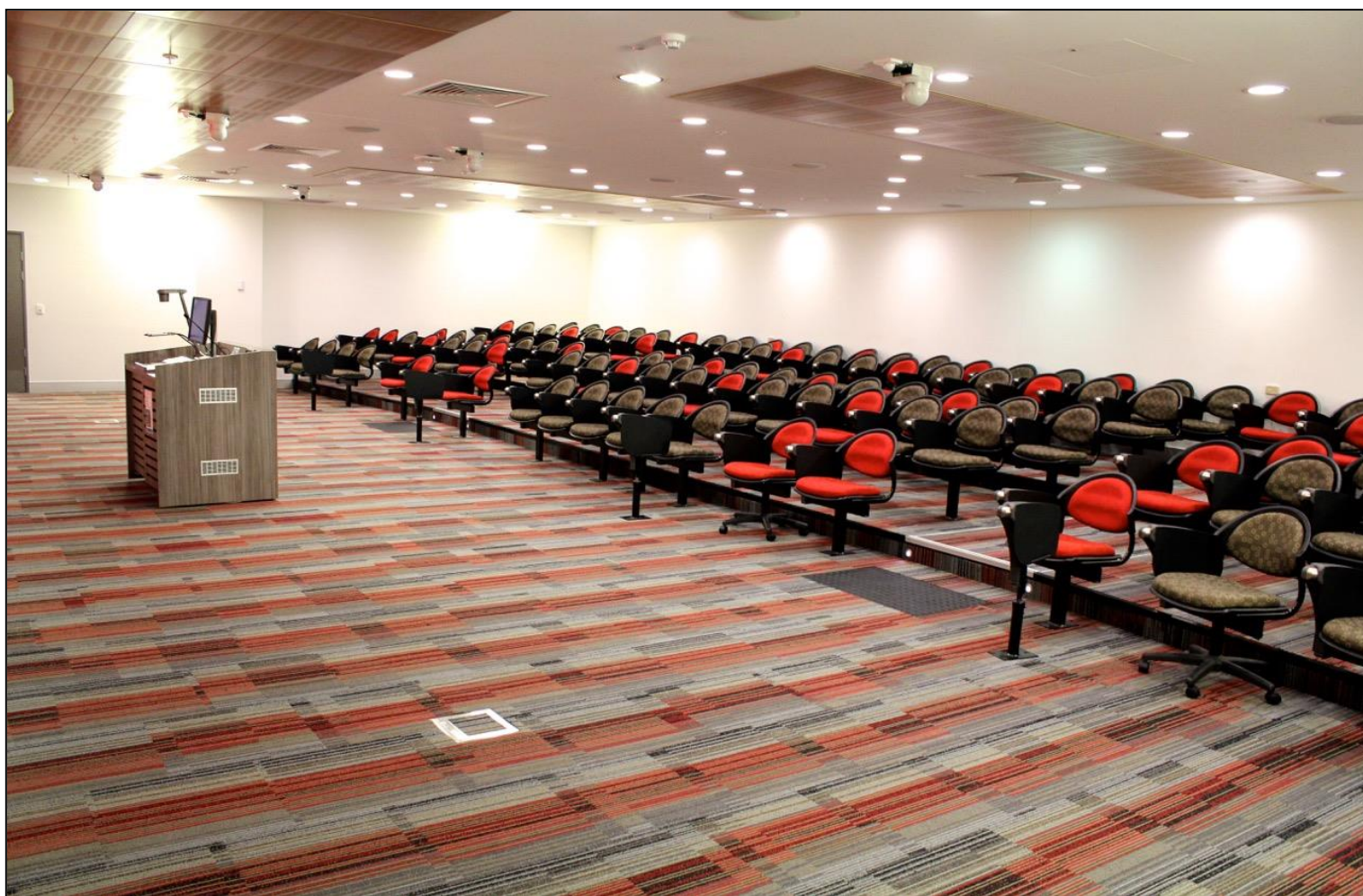
Lecture Theatre 2 (Small)



Capacity – 122PAX

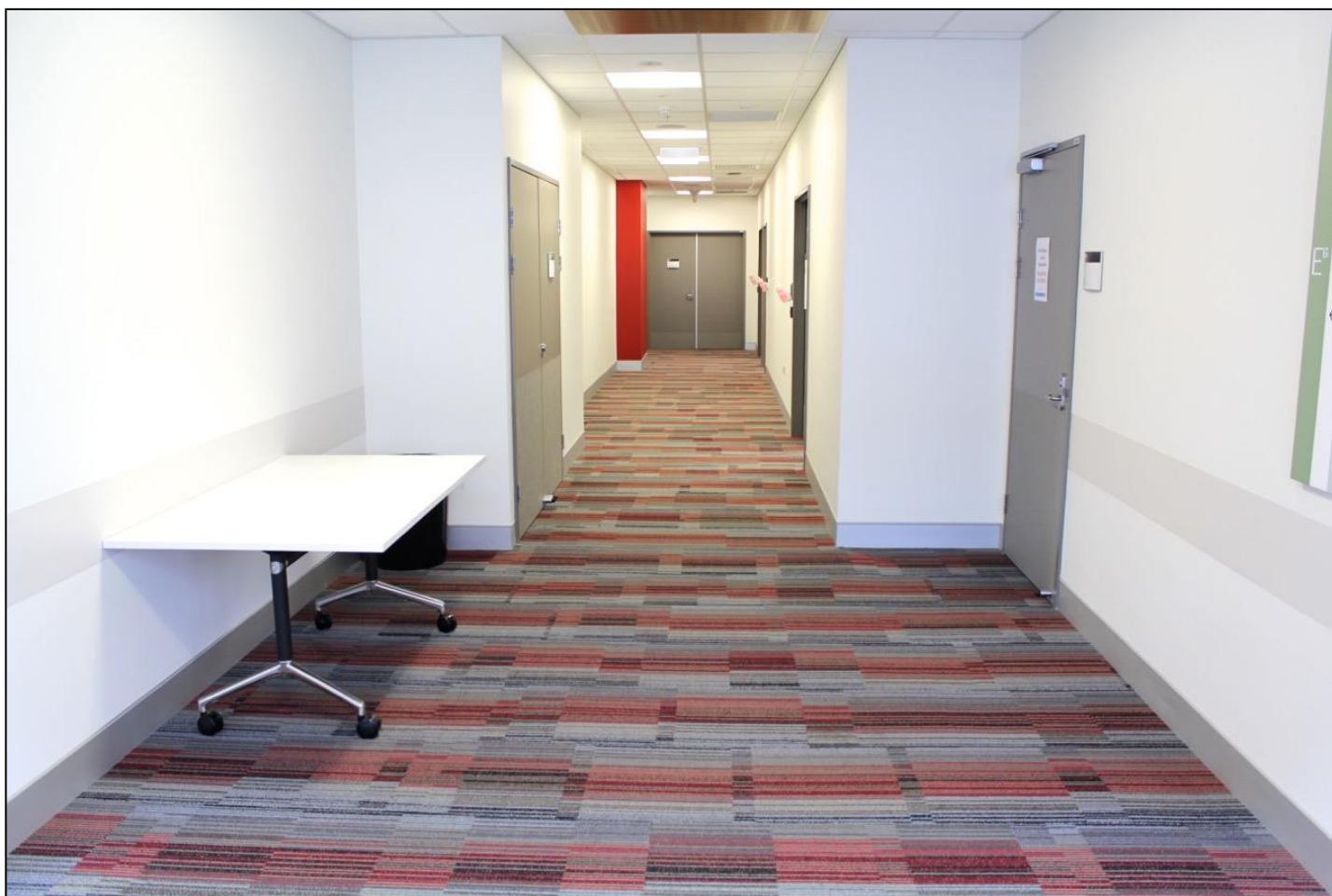
Audiovisual facilities:

- PC
- HDMI, DVI, VGA compatible
- 2 Interactive Whiteboards
- Desktop phone
- Document camera
- Built in videoconference



Foyer – possible exhibition display area



Foyer — possible exhibition display area (cont.)

GCUH Site Map



- | | | | | |
|--------------------------------|-------------------|-------------------------------|---------------------|-----------------------------|
| ← Entry points | Information kiosk | Taxi drop-off | Escalator access | Bus station |
| Emergency access and parking | Café and retail | Patient drop-off | Truck loading point | Footpath access via bridges |
| P Public and staff car parking | Public lifts | Disabled drop-off and parking | Train station | Public footpath access |