



CENTRE INFORMATION FOR GROUP LEADERS

WHAT TO BRING

PLEASE ADVISE YOUR CAMPERS BEFORE THEY LEAVE HOME!!!

BEDROOMS; BRING PILLOW AND BLANKETS AND/OR SLEEPING BAG. We do not supply linen.

BATHROOMS; BRING TOWEL & PERSONAL ITEMS (Toothbrush, toothpaste, shavers, deodorants, soap etc). Clothes hoist is nearby to hang towels and bathers to dry. WE SUPPLY TOILET PAPER & HAND TOWEL.

KITCHEN; FOR SELF CATERING GROUPS BRING DISHWASHING LIQUID for sink based hand washing, AND TEA TOWELS.

We supply cutlery, crockery, glasses, mugs, bowls, trays, water jugs, cutting boards, trays, pots and pans and basic kitchen utensils.

OUR KITCHEN IS EQUIPPED WITH A FULLY AUTOMATED COMMERCIAL DISHWASHER

We supply dishwasher detergent and rinse aid.

WE HAVE A WALK IN COOL ROOM, FRIDGES AND FREEZERS, URNS AND KETTLE, TOASTERS, MICROWAVE, GAS COOK TOPS & ELECTRIC FAN FORCED OVENS .

ELECTRIC BARBECUES ARE AVAILABLE. THESE MUST BE CLEANED AFTER USE.

CONFERENCE ROOM; (if hired) We supply TV and DVD player, whiteboard and blackboard. You need to bring non-permanent whiteboard markers, chalk, DVD's.

SPORTS; YOU NEED TO BRING BATS, RACQUETS, & BALLS.

WE SUPPLY VOLLEY BALL & TENNIS NETS WHERE REQUIRED. BASKETBALL COURT IS SET UP.

NO HARD BALLS TO BE USED IN THE VICINITY OF BUILDINGS PLEASE. BROKEN WINDOWS ARE COSTLY!

SPIKES, TENT PEGS ARE NOT TO BE USED IN OUR LAWNED AREAS DUE TO THE UNDERGROUND WATERING SYSTEM. We can advise if suitable sports or camping areas are needed.

PLEASE BRING YOUR OWN FIRST AID KIT

NOTE; No vehicles allowed on lawned areas.

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NOTICE TO GROUP LEADERS

WELCOME TO OUR CENTRE — WE TRUST YOU WILL ENJOY YOUR STAY. THE FOLLOWING INFORMATION WILL ASSIST IN THE SMOOTH OPERATING OF THE CENTRE, AND WE ASK YOUR GROUP'S FULL CO-OPERATION.

CHECKING IN; GENERALLY CHECK IN TIME IS 2 PM ONWARDS, HOWEVER ALTERNATIVE TIMES ARE BY ARRANGEMENT. TIME BETWEEN GROUPS IS REQUIRED TO FULLY SERVICE THE FACILITIES.

CHECKING OUT; NORMAL MONDAY TO SATURDAY CHECKING OUT TIME IS 11 AM, HOWEVER WEEKEND CHECK OUT TIME ON SUNDAYS IS 2PM. WE WILL ENDEAVOUR TO ASSIST WHERE ALTERNATIVES ARE NEEDED.

EMERGENCIES;

FIRE - THE CENTRE IS EQUIPPED WITH THE LATEST 24 HOUR FULLY MONITORED BACK TO MFS BASE SYSTEM. IN THE EVENT OF A FIRE, ALARMS WILL RING IN ALL ROOMS AND AREAS, AND LOUDSPEAKERS WILL ASK FOR THE BUILDING TO BE VACATED. FALSE ALARMS MAY RESULT IN A SUBSTANTIAL FIRE BRIGADE CALL OUT FEE BEING CHARGED. GROUPS WILL BE HELD RESPONSIBLE FOR PAYMENT.

MEDICAL – MOONTA MEDICAL CENTRE, MAJORS ROAD MOONTA HAS DOCTORS ON DUTY MONDAY TO FRIDAY 8-30AM -5-30PM. APPOINTMENTS ARE ADVISED - 8825 2309 WALLAROO HOSPITAL ERNEST TCE, HAS A 24 HOUR EMERGENCY SERVICE – 8823 0200

AMBULANCE – MOONTA AND WALLAROO 24 HOUR EMERGENCY ASSISTANCE- 000

POLICE – EMERGENCY PHONE 000 KADINA POLICE STATION 8828 1100

CAMP FIRES; NO OPEN FIRES WITHOUT CARETAKER / MANAGER CONSENT. WE HAVE STRICT FIRE BANS IN PLACE DURING ENTIRE SUMMER SEASON.

BARBECUES; ELECTRIC BARBECUES ARE FOR YOUR USE HOWEVER THEY MUST BE CLEANED AFTER USE. MASTER SWITCH IS LOCATED IN MAIN PASSAGEWAY ADJACENT DINING ROOM.

KITCHEN; ALL KITCHEN UTENSILS MUST BE WASHED AND STACKED AWAY AS FOUND. FLOORS ARE TO BE SWEEPED AND MOPPED WHERE NECESSARY AND ALL BINS MUST BE EMPTIED INTO GREEN WHEELIE BINS ADJACENT TO BIN ENCLOSURE.

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FURNITURE; WHERE CHAIRS, TABLES, AND OTHER FURNITURE IS MOVED PLEASE RETURN TO THE ORIGINAL POSITION AS FOUND, BEFORE VACATING THE COMPLEX.

TABLES AND CHAIRS TO BE LIFTED NOT DRAGGED PLEASE.

PHONE; INCOMING CALLS CAN BE TAKEN ON THE CENTRE PHONE— 8825 3633 PUBLIC PHONE IS LOCATED ADJACENT TO THE PORT HUGHES TAVERN& STORE. IN THE EVENT THAT THE GROUP LEADER DOES NOT CARRY A MOBILE PHONE, A PHONE KEY CAN BE SUPPLIED FOR EMERGENCY CALLS ONLY.

PLEASE ENSURE YOUR GROUP OBSERVES THE FOLLOWING –

*** NO BALL GAMES AT ALL INSIDE ANY OF OUR BUILDINGS**

*** DO NOT CLIMB ON ROOF OR VERANDAHS. OUR STAFF WILL ARRANGE A LADDER IF NECESSARY.**

***ALL DAMAGE AND BREAKAGES TO BE REPORTED TO MANAGER / CARETAKER**

***GROUPS LEAVING PREMISES IN POOR CONDITION WILL BE CHARGED FOR THE REMEDIAL WORK REQUIRED, AND IN FUTURE WILL BE REQUIRED TO PAY A BOND BEFORE FURTHER BOOKINGS WILL BE ACCEPTED.**

***ON LEAVING, ALL LIGHTS AND HEATERS TO BE TURNED OFF, ALL WINDOWS AND DOORS CLOSED, AND BLINDS DRAWN IN KITCHEN AREA.**

***FRIDGES ARE TO BE THOROUGHLY CLEANED AND LEFT ON PLEASE.**

***FIRE FIGHTING EQUIPMENT – HOSES AND EXTINGUISHERS ARE NOT TO BE TAMPERED WITH UNLESS FIRE OCCURS. IF USED, PLEASE REPORT TO CENTRE MANAGER.**

PREMISES ARE ALWAYS CHECKED BEFORE AND AFTER EACH GROUP STAY.

WE APPRECIATE DETAILS OF ANY MAINTENANCE ISSUES THAT NEED ATTENTION.

URGENT MAINTENANCE-PLEASE PHONE CARETAKER/ MANAGER ON 0417 871 877

WE THANK YOU FOR TAKING CARE OF OUR CENTRE. THIS HELPS TO KEEP OUR FEES AT REASONABLE LEVELS.

WE DO HAVE NEIGHBOURS WHO OBJECT TO EXCESSIVE NOISE, PARTICULARLY AT NIGHT. PLEASE BE AWARE THAT LOCAL POLICE WILL ENFORCE CURFEWS IF NECESSARY.