

INFORMATION FOR CATERED GROUPS

Please read this information carefully as it will ensure that all arrangements for your stay with us will flow smoothly.

1. Site Visit –

If you have not already done so, please arrange to visit the site so that we can show you around and discuss any specific needs that you may have.

2. Arrival & Departure Times –

Please note the arrival and departure times on your booking form and ensure that members of your group are aware of these. If there is a problem with the times please phone us to discuss any changes you may require.

3. Final Catering Numbers –

Remember to advise us 8 days prior to arrival of your final numbers for catering. If you have specific dietary needs please advise these as early as possible by having each person with dietary requirements send a copy of our "Special Diets Information" form.

Once the final numbers have been advised then this will be the new minimum number for which you will pay (except when your final minimum number is less than you had booked for).

4. Check In –

Please ensure that you or another organiser of your group arrives at the site and contacts the duty manager before the arrival of your group. If you haven't already, a copy of your program should be provided to the staff to enable them to work with you. Advise any last minute changes that may have occurred - e.g. change in numbers / special program requirements etc.

5. Meal Times –

Our meal times are as follows and we would ask that you take note of these as you prepare your program.

Breakfast	8.00 am
Lunch	12.30 pm
Dinner	6.00 pm

Your group is required to assist in the dining room prior to and after meals. Approximately 15 minutes prior to meals you will be required to set tables. Following the meal all tables are to be cleared completely, wiped down, the floor vacuumed, and the dining room left in a tidy manner. Tea and coffee are available in the dining room at all times but we ask that at supper time your group takes responsibility for washing cups then placing them on the trolley.

6. Site Rules –

During your stay please be aware of the rules as outlined in the "Conditions of Hire" and displayed around the centre, and ensure that your group abides by these and any other signs that are located around the property.

7. Canteen –

Chocolate bars and other sweets are for sale from the kitchen servery. We also have 2 soft drink machines on site, 1 on the verandah of the dining room, and the other is next to the swimming pool. We can provide change for these machines.

8. Bedding –

Each bed is provided with a pillow and two blankets. A supply of emergency linen is available for hire on request. Even when sleeping bags are used we require that a sheet and pillow case be used for health reasons. On departure, one pillow should be left on each bed and the blankets folded and returned to the cupboards. Download the "Rooming Configuration" document from our website, which outlines in full what each accommodation offers in regards to bedding arrangements.

9. Furniture –

If any furniture or equipment is moved during your stay then please return it to its original position before you leave.

10. Cleaning –

All accommodation units should be left in a tidy manner, as when you arrived. All rubbish bins, including those in the bathrooms, should be emptied and any rubbish around the grounds must also be placed in rubbish bins provided.

11. Tariffs –

Please check with us before sending out your publicity or camp registration forms for correct pricing. Our tariffs are reviewed in January and July each year and the tariff charged will be that current at the time of occupation.

12. Speed Limit –

The speed limit is clearly sign posted on all roads entering the centre and guests are asked to observe these.

All accounts must be paid prior to departure from the site.