

# GUEST INFORMATION

<b>KEYS/ CABINS/ FIRST AID</b>	<ul style="list-style-type: none"> <li>You will be receive a set of keys for each cabin; please return them all as a lost key will attract a lock replacement fee of \$120 per key</li> <li>To prevent insects and other unwanted animals entering you cabin, we recommend keeping the cabin doors closed</li> <li><b>No Access Areas</b> - Caretakers house, all sheds &amp; machinery, behind main building unless accessing vehicles</li> <li><b>First Aid</b> - Adults/School Staff must accompany and assist any children/students who need First Aid</li> <li><b>Linen</b> – the pillowcases and bedcovers are not a substitutes for your linen; we provide linen packs for a small fee if required</li> </ul>
<b>NOISE RESTRICTIONS</b>	<ul style="list-style-type: none"> <li>Due to Council Regulations and consideration for our neighbours, we require no amplified noise beyond 10PM.</li> </ul>
<b>SMOKING/ FIRE/ EVACUATION</b>	<ul style="list-style-type: none"> <li>There are designated smoking areas provided for guests because smoking is not permitted in Lutanda buildings or within 4 meters of a door</li> <li>Cabins are fitted with smoke detectors but these are not wired to a control panel. If you hear a smoke detector being activated as a result of smoke/fire, please contact your guest host immediately</li> <li>Follow evacuation procedures if there is a fire</li> </ul>
<b>ALCOHOL</b>	<ul style="list-style-type: none"> <li><b>Consumption of alcohol on our site is not permitted unless previously authorized by management</b></li> <li>Any persons found to be intoxicated will be asked to leave our premises immediately</li> <li>We are a child and family friendly center – please acknowledge this by respecting our requirements</li> </ul>
<b>VEHICLES/PARKING</b>	<ul style="list-style-type: none"> <li>The speed limit on the site is 5kph – please drive with caution and respect others on site</li> <li>Guests are to park only in the designated parking areas. Vehicles are not to be driven on any other grassed areas. Loading and unloading of equipment into main building can be facilitated via front entrance and once finished, cars are to be parked in designated parking areas.</li> </ul>
<b>FURNITURE</b>	<ul style="list-style-type: none"> <li>We love it when you make yourselves at home by moving the couches and other furniture around. However, please don't be one of those groups who don't return all the furniture to its original position at the end of the camp – our backs hurt if we have to do that after every group.</li> </ul>
<b>MEALS</b>	<ul style="list-style-type: none"> <li>Orderlies are required for a few simple tasks before and after meals (wiping down tables, putting out drinks &amp; glasses, sweeping dining room floor).</li> <li>Meals are served by staff. It is best to allocate 1 or 2 tables to approach server at a time</li> <li>Guests who listed dietary needs on their camp registration form prior to camp need to check with kitchen staff at each meal to ensure they can eat the food served (this is especially important for adults/children with food allergies).</li> <li>Fresh fruit, water (glasses in cupboard under sink), tea and coffee are available at all times in the dining room. Guests are welcome to help themselves at anytime. Milk in the fridge is for tea and coffee.</li> <li>Sanitizer and cloths are hanging up near the sink to be used for wiping tables.</li> </ul>
<b>LOOKING AFTER THE SITE/ DAMAGES</b>	<ul style="list-style-type: none"> <li>You are not the first to want to put posters on our walls and it is hard to get off; Please do not use staples, thumbtacks, sticky tape or blue-tac on walls in auditoriums or cabins including doors of cabins</li> <li>We want you to enjoy table tennis but if the bats are deliberately damaged, a replacement fee will apply</li> <li>Any severe damage to equipment (including sports equipment) due to carelessness or misuse will incur a repair or replacement fee; please note that these items are expensive to replace</li> </ul>
<b>DEPARTURE</b>	<ul style="list-style-type: none"> <li>We are sure you enjoyed arriving at a tidy, clean site; please help us make that possible for the next group by doing a few simple task that are part of the routine of this site;(a) Blankets folded and rubbish picked up from cabins and the grounds; (b) Tables are wiped down and chairs in the auditorium are stacked along the back wall; (c) Please return any furniture/equipment that has been have moved during your stay to its original position; (d) Please return all sports equipment to the cupboard next to the drink machine</li> <li><b>We will remind the camp leader of this clean up task near the end of the stay to help ensure these tasks are done. If the site is left in an unclean state, we will have to pass on our additional cleaning costs to you of \$44 per hour</b></li> </ul>

# CONTACT INFORMATION

Your **HOST** is here to assist you if you need assistance or have an enquiry please call:

Host Phone:  
**02 4726 2900**

## EMERGENCIES REQUIRING POLICE, FIRE OR AMBULANCE CALL 000

You are at 761 Springwood Road Yarramundi; the closest cross street is Hillcrest Road.

Local chemist	Hospital	Shopping Centers
<p><b>Chemmart</b></p> <p>Contact Information:</p> <p>Winmalee Shopping Centre, Whitecross Road, Winmalee NSW 2777  chemmart.com.au  (02) 4754 2718</p> <p>Opening Hours:</p> <p>8:30am–7pm Week Days  9am–6pm Saturday  9am–4pm Sunday</p>	<p><b>St John of God - Hawkesbury District Health Service</b></p> <p>Contact Information:</p> <p>2 Day St, Windsor NSW 2756  hdhs.com.au  (02) 4560 5555</p>	<p><b>Winmalee Village Centre</b></p> <p>Coles, Target, Coffee, Bakery, Fast Food and ATMs.</p> <p>Contact Information:</p> <p>Whitecross Road, Winmalee NSW 2777</p>