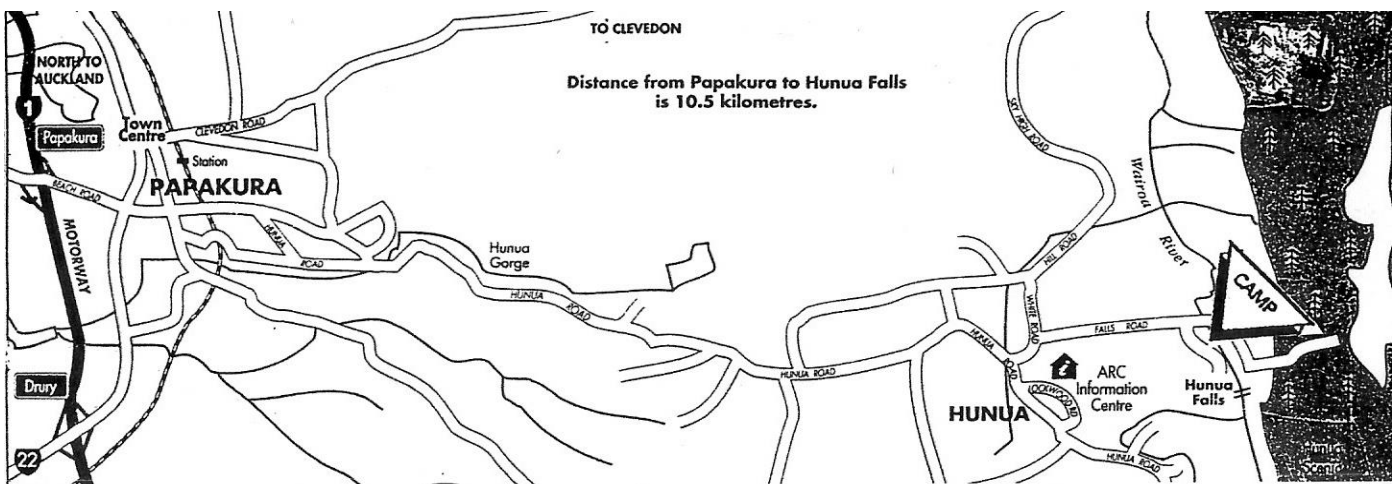




HUNUA FALLS PRESBYTERIAN CAMP INFORMATION

- ❑ Please phone the Custodians prior to your camp regarding your arrival time, obtaining keys, end of camp inspection time, fire permits, fire wood & charges and orange council rubbish bags (\$2.50 ea).
- ❑ Please be aware that there is only one hour between camp users, it is important that all groups leave the camp by 3pm on the day of departure.
- ❑ Also please ensure your group complies with the terms and conditions of occupancy. We hope you enjoy your stay!
- ❑ Address: 203 Falls Road, Hunua. (Follow Hunua Rd to White Rd on your left, then turn right into Falls Rd.)
- ❑ Custodian: Graham and Kim. Phone: (09) 292 4350



CAMP FACILITIES:

- ❑ Main entrance gate can be locked during camp upon request. Please speak to custodians
- ❑ Washing machines and clothes dryers are available, operated by \$2.00 coins per 20 minutes.
- ❑ Bunk rooms: 12 rooms sleep 6. 10 rooms sleep 4-5 (1 double and 3 single bunks). Heaters in all rooms. Cooks quarters have 2 bedrooms with 3 beds each, a lounge, shower, hand basin and toilet. Male and Female Shower and Toilet blocks.
- ❑ Hall / Dining room (Can be heated by Wood Burner. Wood supplied)
- ❑ Kitchen has electric commercial equipment, a chest freezer, walk in cool room and a full selection of cooking utensils.
- ❑ BBQ's

EQUIPMENT TO BRING:

- ❑ Bedding, toiletries, towels, tea towels, plates, cups, cutlery.
- ❑ Cleaning liquids for floors, bathrooms and kitchen. These need to be suitable for a septic tank.



- Dishcloths, toilet paper, soap, fly spray, detergent, washing powder, disinfectant, rubbish bags (standard 60 litre).
- Please supply your own first aid kit.

CONTACT PHONE NUMBERS:

- Camp phone: 292 4867 (Toll barred, unable to place calls to mobile phones)
- Caterers: For information on prices, menus and availability please phone: Loaves & Fishes: Helen Merton 817 2285 or 027 235 8134, Camp Catering: Jim 027 292 6806 or Carol 027 484 5033, Clevedon Cuisine: Louise 021 054 8845
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LOCAL ACTIVITIES:

- Bigfoot Adventures 0800 244 366
- Parks Ranger 292 4823
- Manukau on the Move 274 6904
- Miranda Hot Springs 07 867 3055
- Massey Park Aquatic Centre 298 8526
- Rock Up Adventure Activities. Hunua. 0800 762 587

DEPARTURE CHECKSHEET:

Detailed clean up checklist is provided on arrival

- Sweep & wet mop hall floor
- Brush out all bunks & stand mattresses on their sides
- Sweep and mop all bunk rooms
- Clean all basins, toilets, benches & showers
- Sanitary disposal supplied
- Bathroom floors to be disinfected and hosed out. Squeegee mops provided
- Toilets, basins and showers to be cleaned with disinfectant
- Stack all tables & chairs in the hall & Chapel
- Clean all ovens & kitchen equipment
- Kitchen to be hosed out
- Kitchen Cool Room to be left clean with power on
- Wipe out freezer, leave power on
- Close all windows/doors and turn off all lights
- DO NOT turn off the power mains
- Collect all rubbish from buildings & grounds
- All rubbish must be taken with you, or alternatively place in orange bags and leave out the back of the kitchen. These will be counted on your departure and charged for.
- Make sure only waste food is placed in buckets by the washing up troughs.
- Meet with the Custodians at the agreed time for your Final Inspection, return of key and to confirm and sign for final numbers on your account



HUNUA FALLS PRESBYTERIAN CAMP SITE

IMPORTANT INFORMATION ABOUT YOUR STAY and TERMS & CONDITIONS AS AT 21 APRIL 2016

Thank you for deciding to use our Hunua Falls Presbyterian Camp Site. Please take the time to read this booklet, which has important information about what you should expect from us, and what we expect from you as the hirer of the camp site, and also from all other visitors.

Booking Arrangements

1. Making a booking: In order to make a firm booking, you must complete and sign the attached application form and pay a deposit.
2. Cost: The booking rates are set out on your application form.
3. GST: All prices include GST. If GST increases between the time of your booking and the time of your camp, we have to charge you for the increase.
4. All visitors charged for: Please remember that every member of your group or visitor who is on site at any time between 4.30pm and 3.00pm the following day will be charged for, whether they stay overnight or not.
5. Deposit: Your booking will not be confirmed until we have received a deposit.
6. Balance of accommodation: You will have to pay the balance of your group's booking before your camp starts. There may also be a final account payable at the end of your camp depending on the facilities used, additional cleaning required, and any damage caused.
7. Cancellations: If you cancel a confirmed booking, **you will lose your full deposit**, unless:
 - a. You cancel more than 4 months before the date your camp is due to start, or
 - b. We re-let your camp dates to someone else at full rates, in which case we will refund half of your deposit.
8. Hunua Falls Camp reserves the right to take photos and videos of any event to use in advertising and promotional material. Any material that includes people's faces that can be clearly seen is subject to the approval of the hirer.

Before you arrive and on arrival

1. Camp information: Once your booking is confirmed we will send you an information pack with details about keys and access, [health and safety information,] suppliers and local activities. Please make sure that this information is passed to everyone in your group that might need it.
2. Pre-inspection: If you want to inspect the camp before the start of your visit, you can make an appointment with the onsite Custodian, phone (09) 09 292 4350.
3. Designated representative: On arrival, you must nominate one person to take responsibility for your group's use of the camp site. That representative must be contactable by mobile at all times that your group is onsite. If nominated person leaves the site a substitute must be nominated and the Custodian advised in writing. This is a safety issues and must be complied with.
4. Fire Warden: On arrival, you must nominate a responsible adult to be your group's fire warden. The Custodian will explain the fire safety procedures and the fire warden's responsibilities, which will include ensuring that all members of your group follow fire safety instructions if required to do so. The fire warden will be issued with an armband, key and instruction package, all of which must be returned to the Custodian at the final inspection.
5. Custodian: please ring 24 hours before hand to confirm time of arrival.



While you are onsite

1. **Safety:** It is your responsibility to supervise the use of all equipment used onsite, whether it belongs to the camp or to your group. The safe use of equipment and the campsite includes moderating your activities to your campers' capabilities. Any unsafe behaviour by your group's campers at the camp site will not be tolerated and could lead to immediate expulsion from the site. Please make sure you also supervise your young children.
2. **First Aid:** The camp does not provide first aid supplies.
3. **Telephone:** There is a camp telephone for use by visitors, tel.(09) 292 4867. The line is toll barred,
4. **Repairs and Utilities:** Please report any damage or failure of equipment immediately to a Custodian. All repairs to camp property or equipment, or visits by tradesmen or utility companies must be arranged with the Custodians, without exception.
5. **No Smoking:** Smoking and the burning of incense are not permitted at any time within the camp's grounds
6. **Campfires:** There is a designated campfire area, which may be used only with the Custodian's prior consent, which will be withdrawn if your group's use of the campfire area becomes irresponsible or dangerous.
7. **Noise:** Please keep the use of stereo equipment and speaker systems within reasonable times and volumes. Noise must be reduced to an appropriate level from 11pm.
8. **Mattresses:** Please do not remove mattresses from the bunks or beds. You will be charged for any damage.
9. **Alcoholic drinks, drugs, firearms, gambling:** Drinking, drug taking, possession of firearms and gambling are prohibited. This includes air rifles and BB guns and paint ball guns.
10. **Visitors:** You must keep an accurate tally of the number of visitors who join your group each day, including children, caterers, speakers, teachers, parents, etc. The Custodian will also keep a check on the number of people coming and going, and every visitor will be charged for at the normal per day rate, whether they stay overnight or not.
11. **Vehicles:** there is room for a bus and limited parking (35-40) cars
12. **Animals and pets:** All animals and pets are prohibited within the campgrounds under any circumstance (Mobility dogs are acceptable).
13. **Environment:** Please respect the plants, wildlife and native bush that helps to make the camp such a great place to stay. Don't cut down trees, or remove plants.
14. **Custodians:** The Custodians are here to help you, but they are also responsible for caring for the camp site and making it safe for your group and others. The Custodians house and all their equipment is out of bounds to camp visitors. Please respect them and the job they do.

When you leave the campsite

1. **Cleaning:** At the end of your camp, and before the final inspection time, your group is responsible for ALL cleaning of ALL areas, inside & out (as per the Departure Checksheet) to the same standard and condition it was in before arrival. If cleaning is of poor standard, we reserve the right to charge a cleaning fee of \$60 per hour (with a minimum charge of two hours).
2. **Rubbish:** Your group is responsible for removing all rubbish from the campsite. We provide standard 60 litre rubbish bags at a cost of \$2.50 per bag
3. **Damage to the camp site:** You will be charged for any damage to or loss of camp property (including Custodians' property), and for removing any graffiti. We reserve the right to charge for damage or loss not discovered until after your departure,
4. **Keys:** Please return all keys at the end of your camp. We will charge you for replacing all the locks if keys are not returned at final inspection.



5. Camp equipment: All camp equipment must be returned at the end of your camp in good condition, including the fire warden's instruction package.
6. Final inspection: Your designated representative must pre-arrange with the Custodian a time to inspect the camp site at the end of your stay. If you are not ready at the agreed time, or if cleaning duties are not completed (including if your contracted caterers have not left the kitchens in an acceptable state), or if you have mislaid keys or the fire warden's equipment, we reserve the right to charge you at a rate of \$60.00 per hour for any additional work required to sign off your departure.

Your final account

1. At the end of your group's camp, we will give you or send you by mail a final account for any visitors or campers not already paid for, plus any costs for repairs, lost camp property, keys and locks, and any excess cleaning charges.
2. Final account settlement is due within 10 days from the date of invoice. If the account is still not paid within 21 days, the details of the person who signed the original booking form will be forwarded to our debt collectors.

OUR GOLDEN RULE: Our Campsites should be used carefully, safely and with respect. In return, we will respect you and your group and aim to ensure you have a fantastic camp with us.

If our Custodians believe that your group is not respecting the rules or their reasonable instructions, creating a serious nuisance or risk to the safety of others or the camp, or generally not behaving within the camp grounds in an appropriate way, we reserve the right to require you or any of your group to leave the camp grounds immediately. Any expulsion will be without prejudice to our right to charge you for and collect any outstanding accommodation fees for the duration of the camp, and any repairs, lost camp property, keys and locks, and excess cleaning charges.

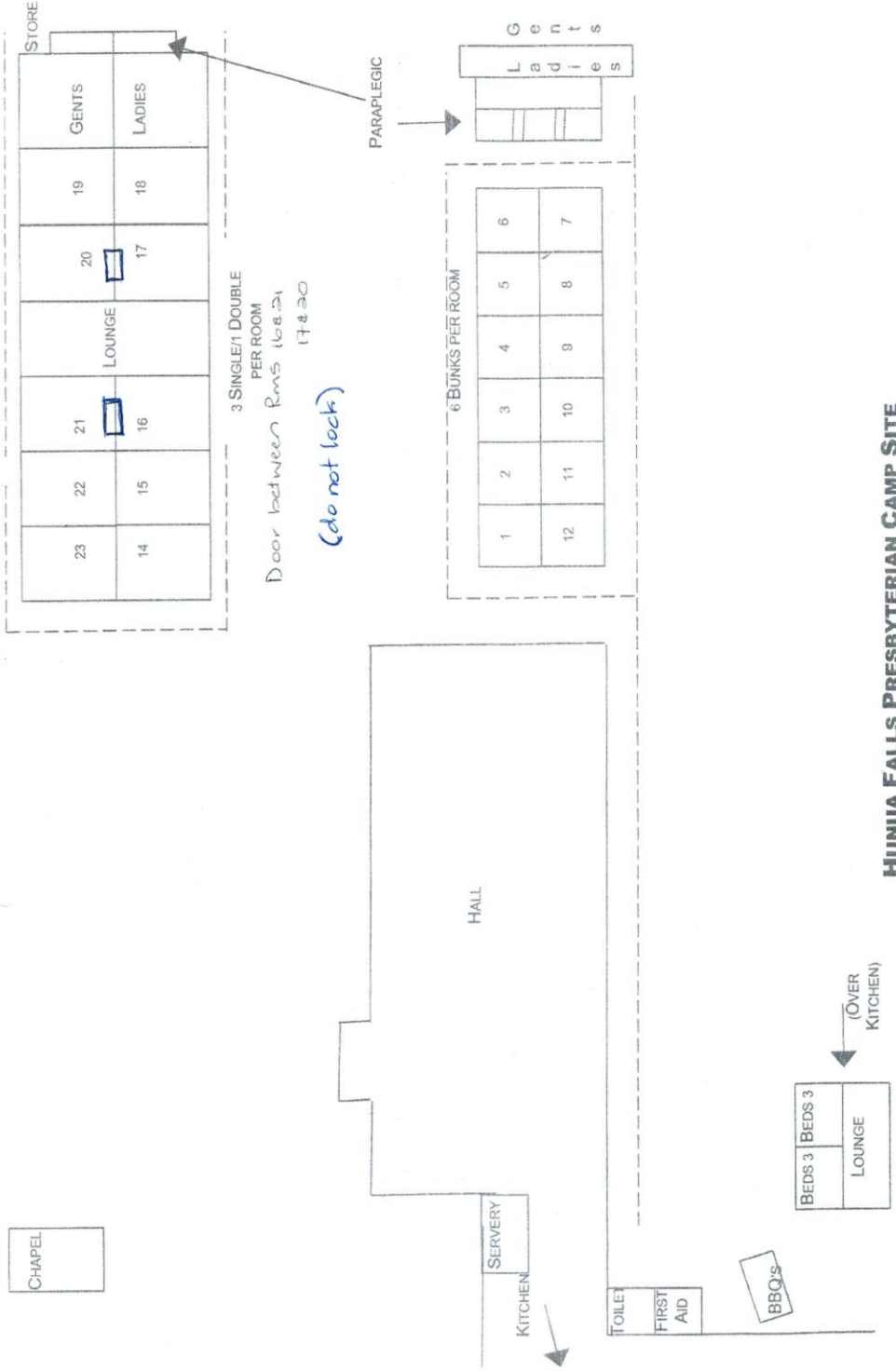


Hunua Falls Risk Assessment and Management System

The following table details some of the risks inherent in running activities at and around Hunua Falls Camp - Hunua. The list is by no means exhaustive, but covers commonly encountered situations as a guide to assist you to prepare plans for managing your camp program in a safe manner. Should an injury occur during your stay at our camp, please ensure that you fill in an ACC injury report form which can be found in the First Aid Room at the camp. The completed form should then be given immediately to the on-site Camp Custodian.

Many of the identified risks are common to outdoor activity situations and the response of your group in planning to minimise the risks must be done with due regard to the age and abilities of the camp participants and leaders, along with environmental factors such as the weather conditions on the day.

Risk Item	Risk Management
<p>Note: During all activities have access to telephone for calling assistance in case of emergency. Cell phone reception is NOT good in most areas of the camp.</p>	
<p>1.0 Buildings:</p>	
<p>1.1 Fire 1.2 Slippery floors 1.3 Slippery Concrete/Decking 1.4 Glass 1.5 Falls from bunks 1.6 Fire Extinguishers 1.7 Electrical switchboards 1.8 Kitchen – Hot Surfaces 1.9 Hall – Wood Burner</p>	<p>All campers familiar with evacuation plan, alarms and extinguishers. No running in/around buildings, beware of wet floors. No running on outside decking or concrete around bunk rooms. These surfaces become very slippery when wet. No glass bottles in camp, keep games well clear of windows. Protective rails fitted, place less confident children on bottom bunks. Do not tamper with unless genuine need. Do not tamper with, keep plant room areas locked. Cooks and authorised people only in kitchen. Extra care when moving hot dishes. Ensure that the wood burner is only tended by an adult. Keep children away from wood burner when it is in use.</p>
<p>2.0 Grounds</p>	
<p>2.1 Slip/fall from Confidence Course 2.2 Failure of play structures 2.3 Vehicle movements</p>	<p>Confidence course is closed Carry out visual check of structures before using. Beware of approaching traffic if using paved areas for activities. Block driveway/post warnings if necessary. Participants should wear footwear for outdoor activities to reduce risk of foot injuries. Authorised camp staff only to enter the sewage plant area. Nobody should try and climb over the fence to gain access to this area.</p>
<p>3.0 Bush/Forest</p>	
<p>3.1 Becoming Lost 3.2 Uneven Surfaces</p>	<p>Keep in a group. Ensure at least one group member is familiar with route. Advise responsible person of planned route and expected trip duration. Carry first aid kit and telephone. Wear footwear. Travel at a steady pace.</p>
<p>4.0 Road</p>	
<p>4.1 Vehicles passing pedestrians</p>	<p>Beware of traffic and observe road rules. Walk on one side of the road. Split large groups into smaller manageable numbers to enhance road safety.</p>
<p>5.0 River</p>	
<p>5.1 Swimming/kayaking 5.2 Lower Field/Access to River</p>	<p>Take extreme precautions in and around the river, and the water hole by the Hunua Falls. Ensure adequate supervision of all water activities. Campers should not go into this area without adequate supervision. At all times the level of the river is very high, depending on weather conditions. Extreme care is required near the river at all times.</p>



HUNUA FALLS PRESBYTERIAN CAMP SITE

