



Venue Guide

Welcome to Camp Sunnystones!

This handbook is designed to assist in making your camp experience run smoothly.

Emergency Management

Full Emergency Management Plan can be found hanging in kitchen as well as on our website (School Camp > Resources). As part of your signed hire agreement, please ensure you read this document upon arrival.

☼ Please ensure you have filled out an accurate attendance register upon arrival and submit to a Camp Sunnystones staff member. This register will be used in any case of emergency.

Address: 98 Possumtail Run, Merrimu, 3340

Police/Ambulance/Fire: 000

After Hours Emergency Contact: 0460 792 254

Owners: Matt – 0414 401 279 Kate – 0458 507 136

Emergency Assembly Area: End of carpark near water tank, away from building

Fire Hose: In carpark on end of main building – pump must be turned on first.



Bedrooms

Strictly **NO** food is to be eaten in bedrooms as this attracts unwanted pests.

Please be aware of rough stone walls next to beds.

We ask that individuals provide their own pillow case and bedding to go over our linen.

On departure, please leave Camp Sunnystones linen on the mattresses and pillows.

Recreation Room

In the Recreation Room we have a range of game tables for use. Please treat these facilities with care and report any damages. Additional balls are available on request.

The Pit

The conversation pit is a great feature of the camp facility. Please use with care and make sure all guests know it is there to avoid accidents, particularly coming in and out of rooms 1, 2 & 6.



Heating

Heating is provided via the three wood fire places in the pit area, kitchen and recreation room. Sufficient firewood for your stay has been provided in the wooden barrels on the veranda. **If you wish to purchase additional firewood please contact management.** Fire-lighters and matches can be found on the top shelf in the dishwashing corner of the kitchen.

Open vents until fire is burning solidly. **Once each fire is burning well please close vents as shown below to ensure efficient and prolonged use of wood.**

Pit area:



Push in to open, pull out to close

Kitchen:



Handle up open, down closed

Recreation room:



Handle left closed, right open

Lighting

Light switches can sometimes be challenging to locate. Most can be found just inside the door of each room. Please be gentle with the pull string switches.

The dining room light switches can be found in two locations. Just inside the kitchen door is the switch for the torch lamps that line the wall. The switch for the fluorescent lights is on the wall where the dining room joins the pit area, between rooms 2 and 3.

Cooling

There are ceiling fans in the dining room to circulate air – controls can be found just inside the kitchen door next to the notice board.

During the warmer months we recommend keeping all doors, windows and blinds closed during the day. Only open them late in the evening when a cool change has come in and make sure to close them early in the morning before the temperature rises again. The building will maintain a fairly consistent temperature if kept closed up, if hot air is let inside it will be trapped.

Water

The camp is serviced by two large rainwater tanks and backed up by mains when required. We ask that you are conservative with your water usage and keep the environment in mind. All water in the camp building is the same no matter which tap and is suitable as drinking water.

Hot water systems

Camp Sunnystones is serviced by three hot water systems. The system in the laundry services the laundry facilities and rooms 1, 2, 3 & 6, the one in room 4 cupboard near basin services rooms 4 & 5 and the one in room 7 services rooms 7-10.

If the pilot light goes out, please follow the instructions on the individual unit to re-light.



Toilets

Every country retreat comes with its own country charm! The camp toilets can be a little temperamental if over worked.

A few hints and tips:

Avoid using toilet for back to back use, allow time for the cistern to fill in between flushes. The water is gravity fed so this may take longer than a toilet on main water supply (around 2-5 minutes).

If cistern appears not to be filling at all, press the flush buttons several times consecutively, giving them a little rattle. As we use tank water, occasionally some grit is washed into the system causing jams and this may help to dislodge any debris.

Additional toilet paper is located on top of the hot water system in the laundry.

Please DO NOT flush sanitary items as they will clog the septic system.

Please use the bins provided.

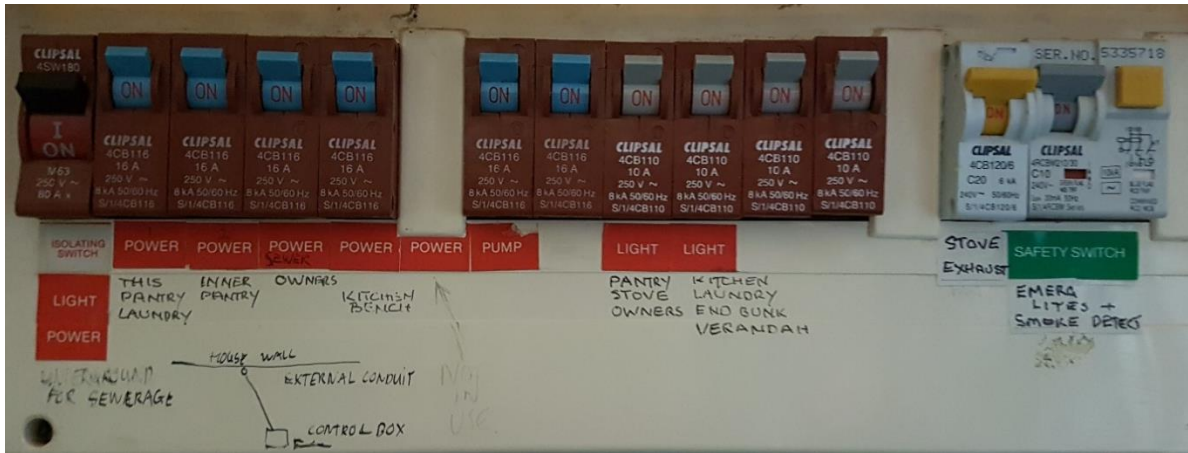
Gas

Gas is provided via the big bottles above the car park. If you need to turn the gas off to stop a leak, turn both silver taps on both bottles to closed position.



Fuse boxes

There are three fuse boxes. One in the kitchen pantry:



Another around the back of the building in a metal cabinet, accessible from the car park.



Fuse boxes cont.

The third is in the kitchenette of the back wing (rooms 7-10).



Kitchen

You may use any equipment in the cupboards under the kitchen bench and designated cooking items provided on the metal shelves.

If you are self-catering your stay we ask that you do not use any food items from the camp except the sugar, tea and instant coffee that are provided. The pantry will be locked to prohibit access.

Pictures inside the cupboards show you where to find items and where they should be returned to after use. It is expected that everything you use is adequately cleaned and returned to its rightful home as we are a catering venue and there are health and safety standards that need to be upheld.

Dishwasher

Before turning on:

Remove tray rack, strainer and grey filter and check that the water well is clean.

Replace grey filter, red floating water monitor, strainer and rack and close lid.

Press and hold power button  until light comes on.

Leave closed until all lights stop flashing (will take about half an hour to fill).

Before using:

Open lid and place one soap sachet on top of the strainer (located in corner cupboard. **1 sachet = 15-20 washes**). When the light on the red floating monitor is flashing red, a new sachet is needed or the water needs to be refreshed).

To select the faster cycle, press and hold the **1** button while the lid is open until the small yellow light moves from **2** to **1**.

THOROUGHLY clean dishes in warm soapy water first – this machine sterilises, it does not clean dirty dishes.

Stack items in racks provided and slide into machine.


Lower lid and cycle will automatically start.

DO NOT OPEN until lights stop flashing (if you do, close lid until lights stop then open).

When finished of an evening and end of stay:

Remove rack and strainer from inside dishwasher.

Thoroughly rinse strainer and leave sitting in sink beside dishwasher.

Close lid and immediately press and hold the drain button  until it sounds like it is draining, not washing. The dishwasher will turn itself off after draining.

Please wipe the dishwasher out as soon as draining has finished to ensure it is clean for the next use

For health and safety reasons, it is extremely important that the dishwasher is drained each evening and at the end of your stay.



Oven

Occasionally the pilot light may go out if door is closed too hard or if knocked by a tray.

To re-light, remove all shelves. Ensure the marking on the black knob to the right is orientated to look like a three as shown below.



Press and hold blue button in while using a long igniter to light prongs in the bottom right of oven. Keep button depressed for approximately 30 seconds after lighting then release.



Please note that the temperature gauge is in °Fahrenheit. 350°F = 180°C.

Please make sure all stove knobs and oven dial are turned to the OFF position when finished.

White marks should line up.



BBQ

Please feel free to use the Barbeque located next to the playground near the end of the car park. Each knob will self-ignite as depressed and turned. Please follow instructions on BBQ.

We simply ask that you ensure the gas bottle is turned off when you finish using it, the hotplate is thoroughly cleaned and the lid replaced.

Before use please check all connections are attached properly. If concerned or unsure, pour soapy water over connection when turned on, if water bubbles then gas may be escaping, turn off and adjust connection.

A spare gas bottle is available behind the screen in the BBQ area, please ask the emergency contact for details if required.

Rubbish

General rubbish and recycling bins are provided throughout the camp and we ask that you make use of them. If you need replacement bags they can be found in the kitchen on the metal shelves. The rubbish and recycling skips are located at the end of the carpark.

*Please empty all bins before departing camp. We ask that you please recycle responsibly to preserve our beautiful environment that you are enjoying during your stay. Please **DO NOT** place garbage bags in recycling bin, empty recyclable contents in and then place bag in general rubbish.*

Rubbish:



Recycling:



Departure Checklist

As part of your hire agreement, it is expected that the following things are taken care of before departing Camp Sunnystones to ensure the return of your bond:

- Kitchen items are returned to their correct places as shown in pictures inside each cupboard*
- Furniture is returned to the original arrangement as shown in pictures on the following pages*
- Lights, fans, urn and other appliances are turned off*
- Dishwasher is drained, wiped clean out and turned off***
- All food removed from fridge, freezer and kitchen, including ice - please either take it with you or dispose of appropriately*
- All rubbish bins emptied – if you fill the skip, please take excess rubbish away with you*
- Recycling in recycling skip - boxes flattened and no garbage or plastic bags***
- Windows and external doors closed*
- Removal of personal items*
 - ☼ Take all belongings (including wedding props) – do not dispose of large items in skip*
 - ☼ Check under beds and behind mattresses*
- Leave all white linen on beds as you found them (cleaners will collect)*
- Report maintenance issues to management*
- Final copy of Attendance Register left on notice board*

You will receive your bond back subject to full completion of this list and inspection on checkout.



Furniture placement

We ask that you kindly return all furniture to where you found it upon arrival. We have included some images and notes to assist you with the check-out process. Thankyou



- Please ensure all bins are emptied before departure
- Recycling loose in the recycling skip, not bagged
- If you removed the outside rules sign, please return it to position



- Please ensure the urn is turned off
- Return the tea and coffee jars and fruit basket to the counter in the dining room



- The couches belong in the shown positions
- The fire screen is in place and the fire fan has been turned off
- If you removed the inside rules sign, please return it to position



- Wooden table with two bench seats should be in the centre of the sun area



- *The longest pink top dining table goes along the glass window in front of the kitchen with the grey chairs on this table*



- *Other pink tables should be positioned with their ends to the wall on the bedroom side of the dining room, with seven chairs stacked on each.*
 - *Four tables between the doors of rooms 3 and 4*
 - *Two with the ends to the windows at the courtyard end of the dining hall*
 - *Additional tables to the left of room 3*





- Two grey couches and the coffee table should be in this area*



- Please leave the games room neat and tidy with games back on the bookshelf and couches in the right position*



- Please leave the table tennis bats and balls on the table*
- One couch should be against the wall, the other along the window*



- Please stand the pool cues against the wall and the organ should be in the corner next to the large windows.*