



# ***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 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

**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.



# 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 fitted sheet to go over our linen. If anyone has forgotten please let staff know as we do have some spares available

**On departure please leave Camp Sunnystones linen on the beds and pillows.**

# 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.



# Recreation Room

In the Recreation Room we have air hockey, table tennis and pool tables for your use. Please treat these facilities with care and report any damages. Additional balls and pucks are available on request.



# 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. Fire-lighters and matches can be found under the sink in the 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



# Cooling

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

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.

**If the water pressure is extremely low or there is no water:**

At the end of the veranda, attached to the water tank on the carpark side, is a pump.



## Pump

LEFT switch to turn on.

Will hear pump start next to you.

Flick the **left** switch down to ON and you should hear the pump start. Allow to run for about an hour then switch off. **Please set an alarm for 1 hour to prevent overflow and wastage.**

Please leave the switch on the right in the position you find it as this controls the pump for filling the dam.



## Water isolation taps

Walk up the driveway out of the carpark and behind the big water tank. On the right you will see a tall stand holding two small water tanks (next to the big shed). There are two pipes coming down the side with **Green** taps. Turn both taps to the closed position.



## Hot water systems

Camp Sunnystones is serviced by three hot water systems. The system in the laundry services the laundry 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.

## 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 two fuse boxes. One in the kitchen pantry:



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



# 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.***

# Kitchen

*You may use any equipment in the cupboards under the bench and designated cooking items kept in the pantry.*

***If you are self-catering your stay we ask that you do not use any food items from the pantry or cupboards including cereals. Sugar, tea and instant coffee are provided.***

*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.*

*Food scraps:*

*There is a large white bucket under the silver shelves in the kitchen for food scraps which can be fed to Scruffy the goat **(No napkins, tea bags etc.)**.*

*Please ensure the bucket is emptied before you leave.*



# Dishwasher

## **Before turning on:**

Wipe out water well in dishwasher – pull out grey plug and clean.

Replace grey plug, red floating 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 add one sachet of soap (located in cupboard to right of dishwasher, should last 15-20 washes – when light on red floating monitor is flashing red a new sachet is needed).

With lid still open press and hold the **1** button until small yellow light moves from **2** to **1**. This selects the faster cycle.

**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 dish washer will turn itself off at the end of the drain cycle

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



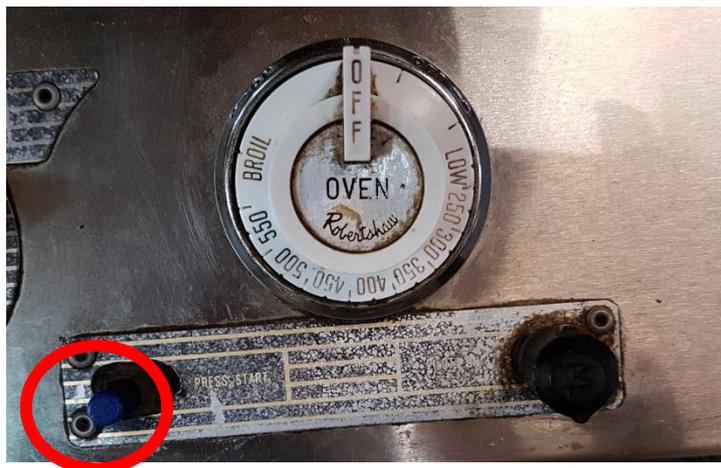
# Oven

*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 and use a long igniter to light prongs on the bottom right of oven. Use long tongs to push prongs together if needed.*



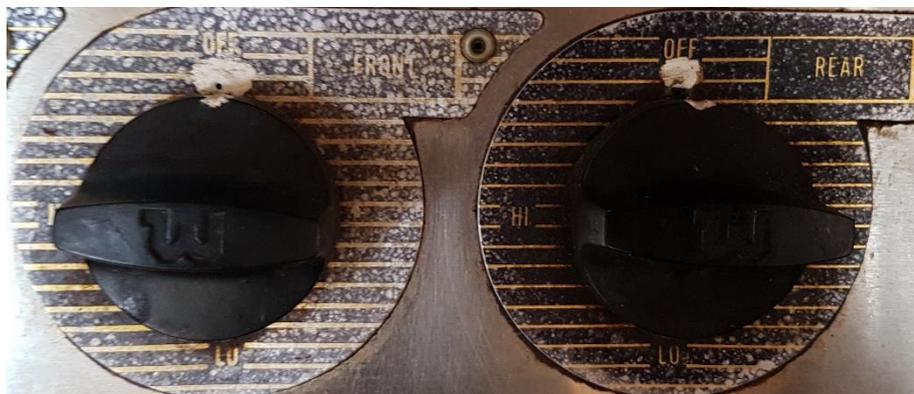
*Press and hold blue button until lit and remain depressed for approximately 30 seconds after lighting. Ensure the marking on knob to the right is orientated to look like a three as shown below.*



*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 that the gas bottle is turned off at when you finish using it and that the hotplate is thoroughly cleaned.*

*Please check all connections are attached properly. If unsure, pour soapy water over connection when turned on, if water bubbles, turn off and adjust connection.*

*A spare gas bottle is usually kept behind the screen in the BBQ area.*

# Rubbish

*General rubbish and recycling bins are provided throughout the camp and we ask that you use them. If you need replacement bags they can be found in the kitchen on the silver shelves. There are 2 dumpsters at the end of the carpark, one garbage and one recycling.*



*Please empty 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 contents in and then place bag in general rubbish.*



# Scruffy the goat

*You are more than welcome to feed and pat Scruffy the goat. Be aware that the enclosure is surrounded by an electric fence and you approach at your own risk.*

*Please only feed Scruffy in one of the far corners so as not to attract wildlife toward the kitchen. There are large white buckets under the silver shelves that can be used for food scraps. He will eat any food scraps, raw or cooked – please do not give him tea bags, napkins, toothpicks etc.*

***Please ensure the bucket is emptied at the end of your stay.***

## Departure Checklist

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

- 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 page.*
- Lights, fans and other appliances are turned off.*
- Dishwasher is drained and turned off.*
- All food removed from fridge and kitchen (please either take it with you or dispose of appropriately).*
- Rubbish bins emptied.*
- Food scrap bucket emptied into Scruffy's pen.*
- Windows and external doors closed.*
- Check and removal of personal belongings has been done*
  - ☼ Please do not leave any items that belong to you unless arrangements have been made with management, for example: catering equipment*
  - ☼ Please check under beds and behind mattresses*
- Report maintenance issues to management*

