

LODGE USERS GUIDE

PACIFIC PARK CHRISTIAN HOLIDAY CAMP

Office Opening Hours: 8:30am – 6:30pm
Spa Pool Hours: 5:00pm – 9:00pm
Camp quiet Hours: 10.30pm – 7:00am



What to bring:

Pillows, sleeping bag or sheets (a Duvet is supplied on all beds in the lodge), towels, bath mats, hand towels, tea towels (these can be hired).
\$200 for the bond

Check in Procedure:

- Check in is from 4pm – 6pm (unless arranged prior)
- Ensure that full payment is made on arrival so keys can be released.
- Ensure that you have paid the \$200 bond on arrival (cash, Eftpos or credit card only)
- Please complete the sleeping plan and give to the Duty Manager.
- The Dept of Labour recommends that no children under 9 years to use the top bunks.
- Assemble all members of your party ASAP after arrival for a welcome, orientation and a mandatory OSH talk by the Camp Staff. (allow 5 minutes)

Above all, ensure all group members have respect for the property; respect for the neighbours and respect for other guests (e.g. quiet between 10:30pm – 7am).

Things you need to know during your stay:

- All the Camp Rules must be adhered to (see notice board)
- We are a complete Alcohol and Smoke free zone
- Noise to be kept to a minimum after dark and Complete quietness from 10:30pm
- Video Surveillance is operating in strategic locations on site
- Please do not eat or drink in the lounge or bedroom areas.
- Do not leave wet swimwear in the bedrooms. Please use clotheslines.
- Do not shift any furniture from room to room.
- Do not throw food scraps outside the buildings as this encourages mice and ants.
- Please ensure all group members have read and understand the Lodge User guide as displayed on the notice board in the dining room.

Duties while in Lodge:

- Each group is responsible for keeping the lodge clean during their stay. (cleaning products supplied in cleaning cupboard)
- Empty rubbish bins daily into the Miniskip by the rotunda.

Collings Lodge **Departure Check list**

Check Out Procedure: Check out is by 10:00 am (unless arranged by management, a late check-out fee will apply)

- Please allocate someone responsible for each task below
- Have someone complete the count up of crockery & cutlery
- Once this form is completed contact the office for the final inspection
- Return all keys (lost keys incur an \$80 charge)

	Task	Who	Completed Y / N
Bedrooms	Bedrooms cleared of all gear Make beds tidily	everyone	
	Lock exterior doors to stop people re entering Then Vacuum bedrooms Vacuum hallway		
Kitchen	Clean stove tops & oven Wipe down bench tops Clear fridge and wipe out Sweep then mop floors		
Dining / lounge	tables wiped & chairs stacked on top sweep then mop floors		
Washroom	Empty dishwasher sweep then mop floors		
Rubbish bins	Clear rubbish to Miniskip by rotunda		
Crockery	Count all crockery etc (see list below)		

Pacific Park's cleaners are responsible to clean the bathrooms only.

	Quantity supplied prior to arrival	Quantity counted at departure	Replacement cost (at cost price)
Dinner Plates	100		\$10.75ea
Bread n butter plates	100		\$4.70ea
Desert bowls	100		\$6.95ea
Mugs	100		\$3.83ea
Glasses	100		\$1.77ea
knives	100		\$2.65ea
forks	100		\$1.83ea
spoons	100		\$1.36ea
teaspoons	50		\$0.91ea

Pacific Park is a non-profit organisation dedicated to providing affordable accommodation.
Thank you for helping with the clean up process this allows us to keep prices low for your group.
We would appreciate you telling us of any breakages or faulty equipment.
Should you have any queries or require help, please come to the office.