

Raincliff Scout Camp

Thankyou for Booking Raincliff Scout Camp.

A friendly reminder – do not arrive at the campsite prior to your booked time, as we book groups back-to-back and require time in between for the camp to be inspected.

KEYS:

The keys to camp have been sent to you via courier. One key unlocks the padlocks on the gates, woodshed and main lodge. The second key opens laundry, toilet and block doors. Please ensure they are returned in the self-addressed Courier Bag supplied or **Dropoff to:** ACL Workshop - 84 Hilton Highway, Washdyke, Timaru. **Note:** There is no one there to discuss your booking with. There is a black drop box to the Left of the roller door at the main entrance where keys can be deposited after hours. This should be done within 7 days of your camp along with the printed **Checkout form**.

Please note: Loss of, or failure to return the keys will result in your group being charged \$650.00 for replacement locks to be installed.

What we do and do not supply:

The only consumables we supply is hand soap in the bathrooms, buckets, mops, floor cleaner and dish brushes.

You need to supply: - Towels, Facecloths, Pillows or Sleeping Bags/Bedding, Paper towels, Toilet paper, Rubbish bags, Dish-wash, Sponges, T-Towels, Laundry Powder, Cleaning products, Salt & Pepper, Matches/Lighter (For Log burner/Wood BBQ), Pegs, etc and **ALL** products **MUST** be suitable for septic tanks – Absolutely **NO bleach** or chlorine-based products. You will also need to bring your own gas bottle for the BBQ.

Information and Instructions

Upon entering the building, the power will already be on.

Check for any noticeable damage or cleaning issues and report such immediately to the booking officer via email to Raincliffcamp@scouts.nz.

For any problems with any of the equipment, also please let us know. Your group will be liable for any cleaning issues, loses or damages found when checking the camp after your stay, that you did not report to us on your arrival.

Furniture: When setting up, or moving furniture, please pick it up and carry it to the desired location. Do not drag it across the floor as this scratches the surface. On leaving, please ensure you return the furniture to the original locations.

Issues whilst at camp – if any electrical, water or other urgent issues arise – please contact the Booking Officer. Judy Mitchell 027 281 8998

If the fire alarm goes off, you will need to call Fire & Emergency – 111.

Accident and Medical Centres

Timaru Hospital – Queen St, Parkside, Timaru – 03-687-2100

Timaru Medical Centre - 45 Heaton Street, Parkside, Timaru 03-684-8209

Laundry

The washing machine is free to use. There are outdoor clotheslines under the eaves of the laundry block. No clothes dryer on site. You will need to supply own laundry detergent and pegs.

Heating.

Heaters - Downstairs heaters are on timer (switch on wall left side of doorway before entering kitchen.) Do not tamper with the heater thermostat, it is preset.

Fireplace - Woodshed is located outside the kitchen window. Please ensure the padlock is re-locked after use. The key is the same as main lodge key.

Water/Shower Roster. If you are a large group, we recommend that you put a shower roster in place.

Rubbish. There is no rubbish collection from the camp and so you **must take all rubbish away with you**, including the contents of the vacuum. Please check and empty all the bins throughout the camp and also check the grounds for rubbish prior to your departure.

Wasps, mosquitos & other bugs can be a problem at some parts of the camp in summer. Please report any sightings of wasp nests to us immediately so that we can take action to eradicate them. We recommend you include something suitable for treating bee/wasp stings in your first aid kit and encourage campers to bring bug repellent spray with them and perhaps some general bug spray too.

BBQ - Located in the laundry – you need to supply own gas bottle. (Std 9kg fitting)

Mattresses: These are ***not to be moved out of the Lodge under any circumstances***, as damage to any cover cannot be repaired and you will become liable for the full cost of replacement including freight. In the event of any accidents, the mattress can be wiped over with an antibacterial wipe or similar and left in place to dry.

Wi-Fi & Cellular coverage: Wi-Fi Not available and Cellular coverage very limited, you may have to go up the road a little for this to work.

Fire Alarm

If a fire occurs at the camp, activate fire alarm and follow the instructions as set out in the evacuation procedure document. You will then need to call Fire & Emergency 111 as the system is NOT automatic. They will then come and check the camp, silence and reset the alarm. Please note your group will be liable for any charges incurred, relating to fire alarm activation.

Fire Extinguishers are provided throughout the buildings, and their location should be noted upon your arrival. Hose reels are not installed because there is no water pressure to make them effective.

NOTE: There is a \$125 fee per fire extinguisher discharged in part or full, or tampered with (safety tag removed) either on purpose or by accident, unless fire is caused by something outside of your control (ie building fault, wiring etc)

Extinguishers are designed for small fires only. To operate an extinguisher:

Pull the pin

Aim at the base of the fire

Squeeze the handle and

Sweep slowly side to side

Please ensure all occupants are briefed on the fire evacuation procedure

Checking Out

Camp must be vacated by the agreed time. The camp should be completely clean as per the cleaning checklist (regardless of if you have been there for a week or just 1 day) and all kitchen and other items in their correct locations. The camp will usually be inspected within 24 hours of your departure (occasionally this will be on the same day). If the camp is not sufficiently cleaned, our commercial cleaner will be called in and the cost of this (minimum \$180) will be payable by your group. If there are any losses/damages, these will also be payable.

Checkout Form must be completed and returned within 7 Days, along with Keys. A copy of this form is sent with the keys and another copy attached at the bottom of this pack, just in case or you can complete the online at this link: <https://raincliff.org.nz/index.php/about/checkout-form>
It is your responsibility to return the key to the above stated address under **KEYS** above.

Before Leaving:

Ensure all lights turned off and all personal items removed. It is helpful to have one person do a full final sweep through the building to ensure all is in order.

Lock Up:

Please ensure you shut and lock all doors and windows.
Chain and padlock the gates.

Tent Pegs:

If your group had tents on the grassed area, please ensure that you have retrieved all your tent pegs. If the pegs are left at camp, they are a danger to others and to the blades of the mower when the grass is being cut. We recommend you count pegs as they go into the ground and ensure you have the same amount when packing up. Your vigilance in this respect would be greatly appreciated.

Conservation

- Ferns, manuka, trees etc must not be cut down or damaged
- Due consideration must be given to the conservation of natural materials in the construction of lairs and bivouacs
- Water to be conserved at all times

Confidence Course & Flying Fox

The onsite confidence course is to always be supervised by adults. The Dolly for the Flying Fox is located in the cupboard near the stairs and must be returned between uses. Please do a visual inspection of the Confidence course before you use it to ensure nothing has been damaged since last inspected. Please let us know if you find something so we can fix.

Campfires:

- Cooking shelters are provided in the camping area.
- Remains of all fires/barbecues must be extinguished and cleared away prior to departure.
- Portable Barbecues are permitted and there is a gas BBQ in the laundry for your use. you will need your own gas bottle (Std 9kg fitting)
- A campfire circle is located to the left of the bridge to the camping area. Do NOT light a fire anywhere else on the property - Thanks

NOTE: To hold a campfire, you must first check if a permit is required and if it is, apply for and be granted a Permit. No permit – No Fire - NO EXCEPTIONS.

Liability

Raincliff Scout Camp, it's owners (The Scout Association of New Zealand) and volunteer operators cannot accept liability for accident, injury or damage to property or persons as a result of using equipment situated on site, including the confidence course. We recommend that each group checks all equipment for hazards and suitability of use prior to allowing children/group members to utilise such equipment and ensures the appropriate supervision and safety measures are always taken.

Raincliff Scout Camp – Rules

Please ensure all campers are aware of the following rules

- Raincliff Scout Camp is Smoke & Vape free at all times. This includes the buildings, and all areas on the property. Those wishing to smoke will need to leave the property to do so.
- NO chewing gum on site and no food/sweets to be eaten inside bunkrooms.
- Fireworks are banned from use at Raincliff Scout Camp due to fire risk.
- NO animals are allowed on site (Disability Assist excepted).
- A responsible adult must always be on site
- The cost for all damages, losses, call out fees etc (as outlined in this information pack) are payable by the hirer.
- No staples, tacks, pins, nails hooks, eyelets or cello tape are to be used on any of the walls. Blu tack is permissible.

Raincliff Scout Camp is located next to the Raincliff Youth Camp – Please be respectful of them, especially no excessive noise, if that camp is in use.

Thankyou

Thank you for using Raincliff Scout Camp, we trust that you will enjoy your stay. We welcome feedback/comment on any aspect of camp which you feel could be improved for future use and do our best to implement suggestions that achieve this whilst balancing the desire to keep our fees as low as possible for all groups, particularly children and youth.

Cleaning & Check-out Check List

Following Covid19, we have implemented higher standards for the level of cleaning at our campsite to help ensure the safety of our users. As part of these, it is expected that each group, (regardless of duration of stay) will complete all cleaning tasks as outlined in this pack to a high standard. Any issues will be corrected immediately by a commercial cleaner at the hirers expense.

Main Building (Lodge)

Bunk Rooms

- ☐ Vacuumed
- ☐ All rubbish/personal items removed
- ☐ Mattresses left flat, in place on each bunk
- ☐ Lights off & windows secured
- ☐ Toilet floor wet mopped (Mops and buckets in cleaning cupboard)

Lodge Downstairs

- ☐ Tables wiped clean, dried down, legs folded and stacked up behind curtain beside lodge door
- ☐ Floors vacuumed and wet mopped with hot soapy water
- ☐ Plastic chairs stacked against wall. No more than 6 in a stack please
- ☐ Lights off and windows and doors secured

Kitchen

- ☐ All surfaces cleaned with hot soapy water.
- ☐ Fridges empty and cleaned inside and out with hot soapy water (leave turned on)
- ☐ Microwaves cleaned inside with hot soapy water
- ☐ Oven empty and cleaned – remove any spills
- ☐ Stove top cleaned
- ☐ Rubbish bins emptied and cleaned if necessary (especially lids)
- ☐ Floors vacuumed and wet mopped with hot soapy water
- ☐ All crockery/cutlery washed, **dried thoroughly** and returned to correct location

Toilet Shower & Laundry Block

Showers

- ☐ Cubicles cleaned, shower curtains opened for drying (please do not tie up)
- ☐ Floors swept and hosed down
- ☐ All bars of soap and rubbish removed
- ☐ Lights off and windows secured

Toilets

- ☐ Bowls and urinals cleaned
- ☐ Seats wiped with disinfectant suitable for septic tanks DO NOT USE JANOLA, BLEACH OR CHLORINE BASED CLEANSERS
- ☐ Lights off and windows and door secured
- ☐ All bars of soap and rubbish removed

Laundry

- ☐ Washing machine empty and left open
- ☐ Lights off and window secured

Outside

- ☐ Ensure all litter removed
- ☐ Gate chained and padlocked
- ☐ Gas BBQ cleaned and returned to laundry if used
- ☐ Ensure Woodshed is padlocked

Please ensure all mops are thoroughly rinsed before hanging back up to dry over the buckets. The vacuum cleaner must be emptied and the contents taken away with you.

Check-Out Form

We would prefer you do this online

<https://raincliff.org.nz/index.php/about/checkout-form>

THANKS FOR HIRING OUR CAMP

This is the checkout form used for finalising numbers, which in turn generates your Invoice for the cost of your Camp. We hope you enjoyed your stay and would appreciate any feedback in the Feedback section at the bottom of this form.

CONTACT DETAILS

First Name: _____ Last Name: _____ Phone: _____

Email: _____

Organisation, Business or Family Event Name: _____

FINAL NUMBERS FOR BILLING

Your numbers must include all who attended the camp regardless of if they were in bunkrooms, in tents or staying in your caravan on-site.

Total number attending: _____

Arrival Date: _____ Departure Date: _____ Total Nights: _____

Damage or message - Please list here any losses, breakages or damages by your group. We will invoice separately if deemed appropriate.

Feedback - We would love your feedback. Please let us know how your camp went and if there was anything you felt was not as it should be or where we might make improvements.
