



ALPINE CENTRE

The Barry Way, Jindabyne

Po Box 41

Phone (02) 6456 2433 Fax (02) 6456 1063

alpine.centre@nsw.scouts.com.au

www.nsw.scouts.com.au



TONY BALTHASAR LODGE TERMS & CONDITIONS 2010

Booking Terms and Conditions

Tentative Bookings will be held for ten days, thereafter dates may be offered to other groups if deposit has not been received or payment arrangement made with the Centre

Bookings will be confirmed on receipt of deposit of 25% of the expected total booking fee.

Final Payment is due 30 days prior to the arrival date.

Cancellation Policy

Cancellation within 90 days of start date incur \$50 administration fee

Cancellation within 60 days of start date incur \$100 cancellation fee

Cancellation within 30 days of start date incur cancellation fee of 25% of the expected total fee.

Groups will be charged 25% of the expected total for each individual who cancels 30 days prior to start date

Group Lift Ticket Policy

Group leaders must submit their Group Lift Pass Booking Form no later than 14 days prior to their start date. All changes must be submitted 7 days prior to the start date.

Tickets will be available on arrival however will not be issued until full payment is received.

Group Ski Hire Policy

Group leaders must submit their Group Ski Hire Booking Form no later than 14 days prior to their start date. Final payment will be expected at time of collection and will be made payable to Monster Sports Ski Hire.

General Conditions of Hire

Group Supervision:

The Group Leader is responsible for the delegation of supervision duties to ensure that all campers are supervised at all times. Groups should arrange adequate activities to keep all members entertained.

Daily Duties:

Dining Room

All Scouting Groups must bring their own mess kits which are to be washed and dried after each meal.

Group Leader is required to delegate duty groups for each meal to assist with coordinating the group and the wash up area. All tables and chairs must be wiped down after each meal.

Outside Groups using the Centres Crockery and cutlery are required to scrape plates, rinse and stack into the dishwasher racks. Cutlery must be hand dried and returned to the appropriate containers. All tables and chairs must be wiped down after each meal.

Dormitory Rooms:

Group Leader is responsible for ensuring rooms are kept tidy with emergency exit doors clear, all rubbish removed and disposed of in the large green skip bin in the car park. Please ensure all heaters are turned off before daily departure.

Bathrooms/Toilets:

Group leaders are to ensure bathrooms are kept clean and hygienic. All rubbish must be disposed of in the bins and bins emptied into when necessary into the large green skip bin in the Car Park as necessary.

Car Park

General Rules

No Smoking in the building, front entrance or car park

There is a designated Smoking area located at the side of the building.

No Food or Drink in the Dormitory Rooms

One mattress and one pillow per person. Each guest must put on their own pillow case or hire one from the Alpine Activity Centre.

No standing or climbing on mattresses

The mezzanine level is out of bounds to all children.

All rubbish must be disposed of in the bins provided.

Dormitory rooms are not for recreational activities - they are for Sleeping Only

Arrival and Departure

All groups must check in at Reception. Reception is open from 4.30pm – 8.30pm daily throughout Winter. Groups are requested to schedule their travel arrangements to arrive within Reception hours.

Groups wishing to arrive after 10pm must pre arrange late check in and may incur an additional late surcharge dependent on arrival time and circumstances.

Emergency Procedures

Emergency and evacuation procedures are posted throughout the Centre and all guests should familiarize themselves with these procedures and the emergency exits.

Fire Fighting Equipment – All equipment (smoke detectors, exit lights, hose reels, fire extinguishers and blankets) are for guest safety and should not be interfered with unless in the case of an emergency. Minimum penalty \$500.

Emergency Exits should not be obstructed at any time – minimum penalty \$500

FIRE ORDER

Automatic heat and smoke detectors have been installed throughout the building. Audible alarms will sound on the detection of a fire. A “BREAK GLASS” alarm point is located at the alarm panel in the main foyer, operate this alarm should a fire be located.

This alarm does not automatically call the fire brigade. Please notify the fire brigade on 000 immediately should a fire be located.

Notify the name of the building, address, nearest cross street and then the extent of the fire. Evacuate all occupants to the assembly point via designated exits. The assembly point is near the main entry, complete a head count to identify that all occupants are accounted for.

If safe to do so control the fire. Fire fighting equipment is located in the building (take note of position upon arrival) care should be taken not to put your life at risk maintain a line of retreat at all times.

OFFENCES RELATING TO FIRE EXITS Local Government ACT 1993

PENALTY \$1000.00

- a) To place anything in the exit which may impede the free passage of persons.
- b) To interfere with or cause obstruction or impediment to the normal operation of the door providing access to exit
- c) To remove, damage or otherwise interfere with this notice.

First Aid

Group leaders are required to carry adequate First Aid Supplies and equipment for their group. There are emergency First Aid kits located at the Centre however groups requiring First Aid supplies will be invoiced for items used.

Documentation and Information

Group Leaders must provide a completed lodge allocation list and a copy of the Groups emergency contact numbers and including mobile numbers of all leaders on site.

General Behaviour

Group Leaders are asked to remind their group members to respect each other, others personal property, the Alpine Activity Centre and Staff and the environment.

Excessive Noise and offensive behaviour will not be tolerated under any circumstances. Noise likely to disturb neighbours and other guests is not permitted after 10.30pm.

“Late Check Out Service”

Checkout is by 9am however the Centre offers a “Late Checkout Service” where your group can return to the Centre after a day in the snow and utilise the toilets and showers. The Centre will also store your luggage during the day.

A fee of \$3 per person will be charge to facilitate this service.

Please indicate on your booking form if you would like the “Late Check Out Service”.

Additional Information for Self Catering

Groups planning to use the Alpine Activity Centre kitchen for preparation and cooking of their own meals should note the following procedures

Groups must share the kitchen facility with other guests of the Alpine Activity Centre and should ensure that the kitchen is cleaned thoroughly after each meal.

All food should be packed away and appropriately stored after each meal. All crockery and cutlery and equipment should be washed, dried and packed away. Kitchen floor must be swept and mopped after each meal.

Bench tops and Sinks should be cleaned thoroughly after each meal. All rubbish must be removed after each meal and placed in the Green Ski bin in the Car park.

Groups will be charged additional cleaning fees if these procedures are not followed during all meals.

Groups self catering are expected to bring their own Cooking equipment. The kitchen is no longer stocked with pots & pans or crockery/cutlery. A \$50 fee applies for the hire of the kitchen which includes the use of the Baine Marie and the dishwasher including consumables.

Groups may also hire a self Catering Equipment Package @ \$50 which includes

2 x cutting boards (1 large, 1 small)

1 x pairing knife

1 x large cooks knife

2 x pairs tongs

2 x large mixing bowls

1 x egg flip

1 x peeler

1 x can opener

2 x large saucepans

4 x baking trays

Any equipment damaged or not returned will incur a replacement fee which will be invoiced to the group.

On Departure Day Procedures

Tables and Chairs in the dining room must be thoroughly wiped down and dining room floor vacuumed.

Chairs should be stacked in rows of 3 chairs at the end of each table.

Remove all food items from the fridges and freezers and wipe out fridges.

Empty all bins and dispose of in the large green skip bin in the car park. Put new bin liners in bins.

Kitchen Floors & Servery Area floor must be swept and mopped before departure.

Dormitory Rooms must be swept, rubbish removed and new bin liners in each bin. Beds must be straightened and one pillow placed on each bed.

Leaders Lounge – All food and drinks must be cleared from the fridge and the fridge wiped out. All rubbish must be removed and a new bin liner replaced in the bin.

All rubbish must be removed and disposed of in the large green skip bin in the car park and a new bin liner replaced in the bin.

****Check Out is strictly by 9am****



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Group Name

Arrival Date

Departure Date

Booking Agreement

As group leader/organiser I have read and agree to the general conditions of hire included.

I accept full responsibility for ensuring all members are made aware and abide by these terms and conditions.

Leaders Full Name

Signed

Date

****PLEASE RETURN THIS COMPLETED FORM WITH YOUR DEPOSIT PAYMENT**
PO BOX 41, JINDABYNE NSW 2627**