

EL RANCHO CAMP GUIDELINES

NAU MAI, HAERE MAI. WELCOME TO EL RANCHO!

Please inform your group of the following camp guidelines. It is your responsibility to make sure all of your group are familiar with health & safety procedures. An El Rancho staff member can also go over them with your group at the first gathering.

EMERGENCY EVACUATION

In the event of an emergency, groups must follow the direction of El Rancho Staff. Groups are responsible to ensure all their participants are accounted for in an emergency and that they promptly get to their evacuation point. All exits must be kept clear of furniture etc to ensure safe evacuation in an emergency. **Assembly points are as follows:**

- × The Redwood assembly area is the **main carpark**, outside Kauri Hall.
- × The Pinewood & Holiday Park/Motels assembly area is the **caravan park**.
- × The Elm Court assembly area is the **tennis courts**.

WATER HAZARDS

There are 4 areas of water that children/families must take care around:

- × The **Waikanae River** runs along our southern boundary.
- × The **boating pond** near the Horse corral.
- × The **swimming pool** at the rear of camp.
- × The **waterslide** next to the tennis courts.

INCIDENTS / HAZARDS

If an incident, accident or damage occurs, it must be reported to the office. Please also report any safety hazards.

VEHICLES

The speed limit around camp is 15/kph, you are expected to keep to this. **Parking:** please park outside your accommodation in a marked parking space or in the main Kauri Hall car park. The visitor parking outside the office is limited to 15mins only.

USE OF FACILITIES

Groups sharing the site must be respectful of others and never enter an accommodation or bathroom facility that is not part of their allocation. Group organisers must ensure care is taken of camp buildings, they should be cleaned regularly throughout the stay. Please leave enough time for a full clean before you leave. A fee will be charged if your group does not clean the facilities prior to departure.

VALUABLES

Look after your personal belongings here as you would anywhere else. Our site is open to the public and we have other groups onsite. When absent from your rooms, it is advised that you keep your accommodation locked. Group organisers must ensure that facilities are locked overnight/when facilities are not in use to prevent theft. Groups are to gather and take any lost property home with them.

CATERING

If your group is catered, you will need to arrange duty groups (6-12 people a time) to report to the kitchen early for set up, and to do the clean up afterwards. Your group is responsible for maintaining cleanliness in the Dining Room over the stay. Unless otherwise arranged, meal times are: **Breakfast** – 8am, **Lunch** – 12:30pm, **Dinner** – 5:30pm.

GENERAL RULES

- × Alcohol, drugs, firearms and weapons are not to be brought onto the property. Our site is also smoke and vape free.
- × Pets (with the exception of medically certified guide dogs) are not permitted on the property.
- × Visitors coming onsite to join a group can arrange this with the group and do not need to sign in, however it is the responsibility of the group organiser to convey these guidelines to visitors, and to record and inform El Rancho of the number of visitors.
- × Noise is to be kept to a minimum between the hours of 10.00pm and 7.00am.
- × Do not tamper or play with fire-fighting equipment. False alarms may incur a Fire Service or security system call-out fee.
- × Groups must use the equipment we supply, plus any that you bring with you with the safety of your group in mind.
- × All groups must be responsible for their own First Aid.

HELP

If you need assistance, please visit the office between 8:30am – 5pm. An after hours phone is available outside the office for emergencies.