



ALPINE CENTRE

The Barry Way, Jindabyne NSW 2627 Po Box 41, Jindabyne NSW 2627
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TONY BALTHASAR LODGE TERMS & CONDITIONS

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 60 days prior to the arrival date

Scouting members and their family will be charged the Scouting rate as per the current rates. Non Scouting members attending a Scouting group trip will be charged the Friends of Scouting rate.

Cancellation Policy

Cancellation within 90 days of start date incur \$100 administration fee

Cancellation within 60 days of start date incur \$200 cancellation fee and 25% of the expected total fee

Cancellation within 30 days of start date incur cancellation fee of 55% of the expected total fee + \$100 cancellation fee

Groups will be charged 50% of the expected total for each individual who cancels 30 days prior to start date

If non attendance is due to medical reasons, participants will need to provide written medical certification to submit with Request for Refund application to be considered by Management.

Group Lift Ticket Policy

Group leaders must submit their Group Lift Pass Booking Form no later than 21 days prior to their start date. All changes must be submitted 14 days prior to the start date.

Group leaders will be expected to check their Lift Ticket Confirmation and advise any additional tickets required or not required no later than 7 days prior to the start date. Group Leaders will be responsible for purchasing any additional tickets required that were not included in the original booking form and be subject to General prices for the additional tickets.

If tickets booked are not required due to Medical reasons, participants will need to provide written medical certification to submit with Request for Refund application which will be submitted to Perisher or Thredbo Ski resort

No refund will be provided to Groups until full or partial refund has been received from the Ski resort which is normally a period of 2-4 weeks from receipt of Refund application.

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.

All group members intending to hire must go to Ski Hire at the booked time as a group.

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. Children should be supervised at all times.

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.

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.

Any damages or breakages must be reported and a replacement or repair fee will be charged accordingly.

The kitchen is subject to Health Inspections at any time of the day or night without prior warning therefore groups should ensure that all food is appropriately stored and all kitchen areas kept clean. Any fines incurred as a result of a particular group will be charged to the group responsible.

Dormitory Rooms:

Children 9 years and under should not sleep on the Top bunk as per the Safety guidelines of the Bed manufacturer.

Group Leader(s) are 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.

Dormitory rooms are intending for Sleeping only. Please ensure that children are not left in dormitory rooms unsupervised.

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. Toilet paper is supplied and restocked as necessary. Please ensure all members maintain good health and hygiene practices at all times.

Car Park

Please drive carefully and slowly when entering or exiting the Car Park. Please do not park in front of the entrance ramp. All buses must park in the designated Bus parking bays outside the Camping area. Please keep driveway and Exits clear at all times leaving room for Buses and Emergency Vehicles to enter and exit the 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. Please dispose of all rubbish in the bins provided.

No Food or Drink in the Dormitory Rooms or Main corridor

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

No standing or climbing on mattresses. At no time should more than one person be on a mattress. Any damages to bed, pillow, bunk frame or partition walls will be charged to the group responsible to repair or replace the damaged item.

The mezzanine level is out of bounds to all children. No more than 4 people should be on the mezzanine level at any one time

All rubbish must be disposed of in the bins provided.

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

Children should be supervised at all times with recreational time in the Dining room or Outside.

Smoke & Alcohol Free Zone

The Alpine Centre is primarily a Smoke and Alcohol free zone as per the Scout Smoking & Alcohol policy

Groups who wish to consume alcohol on their trip must contact the Alpine Centre office to discuss the arrangements and rules associated. Centre Management will enforce the policy if the arrangements and rules are not followed accordingly

If you wish to discuss this policy further please contact the Alpine Centre office prior to your booking.

Arrival and Departure

All groups must check in at Reception. Reception is open from 4.30pm –10.30pm 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

Group participant information lists will be required in the case of an emergency- please ensure this information is correct.

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.

Emergency First Aid Kit is located in the Dining room attached to the brick wall. Please advise Management of any incidents and supplies used. First Aid supplies are available for purchase by contacting the Alpine Centre office on 6456 2433

Documentation and Information

Group Leaders must provide a completed lodge allocation list before bed time on the first night.
Groups arriving after 10.30pm must forward their completed Lodge Allocation List prior to their arrival.

General Behaviour

Group Leaders are asked to remind their group members to respect each other, others personal property, the Alpine Activity Centre, 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 10.00pm. **Please ensure children are supervised at all times**

Alpine Centre Manager on Duty will secure all buildings at 10.30pm.

All entrance doors will be locked excluding the Main Entrance with pin pad entry which will operate 24 hours.

Leaders Lounge and Camping Amenities will be locked at 10.30pm and reopened at 6.30am.

Please do not leave valuables in the Leaders Lounge.

Additional Information for Self Catering

Groups planning to use the Alpine 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 good hygiene procedures are followed and 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 which they will need to cater for their group.

A basic set of cooking equipment is provided for shared use however groups should not rely on these items entirely

There are no frypans supplied or allowed in the kitchen. All items are to be cooked on the BBQ's

Groups must not bring frypans or other plug in items as all kitchen equipment must be tested and tagged by our Electrician prior to use in the kitchen.

A Basic Self catering pack including the following will be given to each dormitory room:

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 repair or replacement fee which will be invoiced to the group.

Departure Day Procedures

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

Remove all food items from the fridges and freezers and wipe out fridges and ovens and cooktops. All benches must be thoroughly cleaned. Groups who use the Baine Marie must clean it thoroughly including emptying the water

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.

All personal belongings must be removed from the dormitory rooms and moved to the Storage area if needed.

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 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 each bin. Meals should not be consumed in the Leaders Lounge

Groups who depart without following The Departure Day Procedures will incur Departure Cleaning fees for each area not completed. (minimum fee \$50 per area)

The Alpine Centre Staff will be available to check the areas used with the Group leader at the time of departure.

CHECK OUT IS STRICTLY BY 9am (this includes yourself and all your belongings)

Storage Service \$2 per person payable on day of departure – available in the Camping amenities building.

Groups skiing on departure day may use the Alpine Centre Storage service which is located on the opposite side of the Car park.

Groups can store their luggage and return to the Centre to use Change room and toilets before final departure.

Groups who do not Check Out of the building accordingly will be charged a Late Check out Fee of \$20 person



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Terms and Conditions Agreement

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.
I will advise any changes to our Group numbers or booking dates as soon as known.**

Leaders Full Name

Signed

Date

Terms and Conditions document must be signed and returned with Security deposit
Bookings will not be confirmed until agreement is received.