



Rooms allocated to your Group are:

WELCOME TO THE COLLAROY CENTRE

We thank you for choosing us as your desired destination. To ensure all groups have an enjoyable experience we request you please adhere to the following;

ACCOMMODATION - Check In/Check Out Times

Check-out time is 10.00 am when all accommodation must be vacated.
Monday to Thursday accommodation may be accessed after 2.00 pm.
Friday Check In is from 5.00 pm.
Sunday Check In is from 4.00 pm.

BEDS AND BEDDING - If using cabin accommodation, you are required to bring all of your own linen. This includes Sheets, Blankets, Pillows and Towels. Mattresses must be covered with sheets (even when using a sleeping bag) prior to use. The non-use of bed linen will attract a laundering charge. Linen packs are available for hire for a fee. This must be organised prior to arrival.

Mattresses, are not to be removed from any beds within the facility.

PROPERTY DAMAGE and/or LOSS - Groups will be invoiced for any breakages/losses to the Centre's property or equipment. The Centre takes no responsibility for the loss or damage to the personal property of any Group members.

FOOD/BEVERAGES - In exceptional circumstances and only with the prior permission from the Centre management may food or beverages be brought in from an external source.

ALCOHOL/DRUGS - Please note the Centre is an alcohol and non-prescription drug free site. Bringing such substances on site will be regarded as unacceptable behaviour and may result in expulsion from the Centre.

CLEANING - It is expected that all grounds, rooms and meeting spaces will be left neat and tidy and all furniture is to be returned to its point of origin. In instances where accommodation and/or meeting rooms are left in a condition that requires extraordinary cleaning additional charges will apply.

LAUNDRY - If required, please check with reception on how to access and use the Centre laundry facilities

FIRST AID - All groups must provide their own first aid kit and nominate from their Group a first aid responder.
There is a vomit clean up kit available in each Deluxe Room and more available at Reception.

Important contacts during your stay:-

Guest Services can help with enquiries during your stay. They are located in the Reception area of the main building and are available
Monday - Friday from 7 am - 3 pm.

From 3 pm - 9 pm daily, call, DO NOT TEXT, the Duty Manager on

0420 304 675.

SMOKING/VAPING - Please note that the Centre has only one designated smoking area,(please refer to site map), otherwise the whole Centre is a smoke & vape free site.

SECURITY GUARD - We have a Security Guard patrolling the site from 11.30pm - 5.30am. They can be contacted, if required, on 0483 165 809 between these hours only. Basic Group information will be shared with the Guard for emergency response purposes only.

FIRES - The lighting of fires on site (even in a controlled environment), without the permission of Centre management and the local Fire Authority is strictly prohibited.

NOISE - In consideration of neighbours, a noise curfew is in place between 10.30 pm and 7.00 am.

FLORA/FAUNA - Environmental and conservation laws must be adhered to and flora and fauna are not to be disturbed.

PETS - With the exception of assistance dogs, no pets are permitted on site. All waste from assistance dogs, must be managed and removed by the Group. Prior approval must be granted for assistance dogs.

MUSICAL INSTRUMENTS - are not permitted to be played in accommodation. No music is to be played outdoors unless prior approval has been given.

PARKING OF CARS - Strictly limited to the top car park or the lower car park which is along the main driveway. Cars may be driven to the cabins for unloading but they are not permitted to be parked in this area.

SPORTS LOCKERS - are available from Reception by the group leader.

LITTER - Please dispose of all litter in bins provided. Group leaders are to ensure all accommodation and meeting rooms are left in a clean and tidy state at the end of your stay. If extra cleaning is required this will be charged to your group.

ALL EQUIPMENT - (Chairs, tables, screens, cots, beds, etc) must be returned to the place from where they came. Chairs are not to be taken outside.

BALL GAMES - are strictly prohibited in any of the indoor facilities.

IN CASE OF EMERGENCY CALL 000

Indicate you are at The Collaroy Centre,
22 Homestead Avenue, COLLAROY NSW 2097

Have someone from your group wait outside Reception to direct the Emergency Services to the location of the incident.

Also inform The Collaroy Centre Duty Manager 24 hours a day on:- **0420 304 675** - call only.

IN THE EVENT OF AN INCIDENT REQUIRING

EVACUATION

**AN AUDIBLE ALARM WILL SOUND
PLEASE FOLLOW THESE INSTRUCTIONS**

DAY TIME HOURS (BETWEEN 7 AM & 3 PM)

Please follow The Collaroy Centre staff instructions

AFTER HOURS, WEEKENDS & PUBLIC HOLIDAYS
Please notify your groups designated leader of their Area Warden responsibilities

Each *Area Warden* is to ensure the people under their control leave their location on site and move to the assembly area in the middle of the oval.

DO NOT stop to collect baggage, etc.

Take your *Current list of all attendees in your group* with you to the assembly area and report to the Chief Fire Warden **(IDENTIFIED BY WHITE VEST).**

Check off names of group members to ensure all are present and accounted for. **DO NOT** allow members to leave the assembly area.

Remain in the assembly area and await further instruction or until the ALL-CLEAR is given by **THE CHIEF FIRE WARDEN.**

MEDICAL ASSISTANCE

Northern Beaches Hospital

9105 5000
105 Frenchs Forest Road FRENCHS FOREST

Warringah Mall Medical Centre

9938 6666
10 Dale Street BROOKVALE