

**ACCOMMODATION SITE BRIEFING: CAMPING**

**Please use this document to provide information to those camping.**

**GENERAL INFORMATION FOR ALL****Site staff**

You may see property staff who are identified by a badge or StayKCC Uniform. They also can be found in the office, which is on the main property. You can call them about any property issues or concerns on their 24/7 on call mobile **0408 825 588** (no texts please as only calls are forwarded to the staff member rostered on). Please notify site staff of any strangers, or people you are not sure about on the property.

Please note that when KCC's campground isn't in use for private events, the campground is open to independent campers, and often we have tourists arriving. If some of these campers arrive hoping to camp, please politely explain that the campground is closed for a private event – as per the sign on the gate (and this is also explained on various online platforms). If you need assistance, please call StayKCC staff.

**Sign in / sign out process**

You need to let us know if you are going offsite by completing the offsite sign in / out sheet located on the notice board. This is important to be able to account for people in the event of an emergency, and to know if any people or groups are offsite.

**Fire safety**

A total fire ban, if applied, means no naked flames.

**Central shelter**

The central shelter is for communal use, please don't leave supplies or cooking utensils.

**Campground care**

All holes and trenches dug must be filled in before leaving.

**Lighting**

Please keep external lights on at night.

**Emergency procedures**

In the event of an emergency, please go to your closest **Emergency Assembly Area. This is the Plaza and/or outside the Laurel Street gate entry to the campground.** In a storm or bushfire or security threat – go/stay indoors. The closest indoor areas to the campground are Mountain Camp Dining Room or auditorium.

**Out of bounds & allocated areas**

Out of bounds areas are- workshop and garage, residences, other accommodation, and buildings not allocated to your group for use, and neighbouring property.

**Care of the environment**

Please pick up your rubbish. Please don't walk through our garden beds and avoid wandering through the bush, use gates and paths provided. Beware of snakes and spiders.

**Car parking areas**

Car parking in designated areas only. Please follow NO PARKING signs. Do not park in front of skip bins and access paths into courtyards.

**First Aid**

During KYCK sessions, first aid will be available from the first aid tent in the Plaza. For other first aid needs, there is a first aid kit located at Mountain Camp Dining Room and marked with a red or green cross.

Where possible, first aid should be provided by someone with a current first aid certificate. All injuries, accidents or illnesses must be reported to your site host and an incident report completed.

**Curfew**

Please be considerate of others and ensure everyone is quiet by 11pm.

**Music & Noise**

Please don't play music before 8am or after 9pm. In between times remember that not everyone shares your taste in music, so keep any music or noise to a minimum so as not to disturb others around you.

**Alcohol and Smoking**

Smoking, drugs, and alcohol are not permitted on the property.

**Supervision**

A leader must be responsible for supervision of group members on and off-site and at all times. This includes free time when group members are inclined to play rough games. Personal injury and property damage can occur if these times are unsupervised.