



Kihilla

CHRISTIAN CENTRE

CONDITIONS OF USE

1. GENERAL

- Group leaders should ensure that all attendees are familiar with the site rules and emergency procedures
- Group leaders are required to ensure there is adequate supervision in place and identified 'out of bounds' areas are respected by guests. The garage, community gardens and beehives are out of bounds for guests. The open grass area on the South side of the buildings is available for all groups to use. The immediate area surrounding each building is for the exclusive access of the group hiring that space. Groups should remain within their hired area unless they are the sole occupier of the site.
- Kihilla is a smoke free site. Smoking is prohibited in and around the buildings. A designated smoking area will be provided if requested
- The possession and/or use of non-medical drugs is forbidden on site
- The consumption of alcohol is allowed where persons are of legal age. Groups are expected to act responsibly and avoid excessive alcohol consumption and consumption of alcohol by minors.
- No pets allowed.

2. ELECTRICAL EQUIPMENT

- Groups bringing electrical equipment for use on Kihilla premises are responsible for ensuring the equipment is maintained in a safe condition, including the completion of inspections and tests as required by the NSW WHS Regulation 2017. Kihilla reserves the right to review client equipment maintenance records, including inspection and test records prior to allowing a client to bring electrical equipment for use at Kihilla.
- If electrical equipment belonging to the group causes damage to the site, the group will be responsible for any investigation and/or repair costs.

3. ARRIVAL

- Groups must not arrive earlier than the nominated arrival time (as per the booking form) unless previously arranged.
- Kihilla is an unstaffed centre. Induction information for the site will be provided prior to arrival and will also be available onsite. Group leaders are expected to familiarise themselves with the information in this book. Should you require an in-person orientation please advise staff prior to arrival. Approximately 15mins is required and it should be completed prior to other guests arriving.
- A code to access the building or key box will be provided on the day of your arrival.
- Deliveries will not be accepted by Kihilla staff unless previously arranged.

4. PARKING

- All cars are to be parked in designated parking areas and cars are not to be driven on the grass areas around the house, with the exception of catering staff accessing the Kitchen on the South side of the house.
- Cars should be parked front/rear facing the buildings

5. NOISE CURFEW

- Noise is to be kept to a minimum after 10pm and before 8am. Please respect our neighbours and other guests on site.

6. FIRST AID, EMERGENCIES AND EVACUATION PLANS

- Groups will be provided with a site plan and Evacuation procedure for use during your stay. It is your responsibility to nominate at least one fire warden to act in the event of a fire alarm, or other emergency.
- The fire warden must give the group a safety briefing at the beginning of the stay.
- The site is equipped with back to base monitoring of the fire panel. Any fire alarm will result in the fire brigade attending the site. False alarm call outs result in a financial penalty which will be the responsibility of the group should the alarm be as the result of carrying out prohibited activities or other reckless behaviour. This includes but is not limited to lighting matches and/or candles inside, leaving the door of the fireplace open, leaving cooking food unattended in the kitchen.
- First aid kits are available throughout the site. Please nominate at least one first aid officer. Current first aid and CPR certification is recommended. The first aid officer should be familiar with the location of the first aid kits. An incident report should be completed for an incident or accident and a copy given to a Kihilla staff member or left with the departure checklist. Incident forms are located in the induction book.

7. BEDDING

- You are required to provide all linen (one pillow and blanket is provided per bed), towels and toiletries. For health reasons a sheet is required on beds even when using a sleeping bag. Linen packs are available to hire.

8. CATERING/KITCHEN

- Our fully equipped kitchen is available for use, however access to the kitchen is only granted to the catering team. It is not for general access. You will need to provide all food.
- Any kitchen helpers should be familiar with safe food handling procedures and ensure that they are followed during all meal preparation and service.
- Please use the recycling facilities provided and properly dispose of any rubbish. Excessive rubbish/recycling must be removed from the site. Compost facilities are available outside the kitchen on the south side of the building.

9. BUILDING ACCESS/KEYS

- Digital keypads provide access to the main house and Mitchell Function Room. The code should not be given out to members of the group, other than nominated leaders.
- Any keys held during your stay are to be returned prior to departure, either to your host, or to the nominated key box. Lost keys will result in replacement/rekeying of locks at the groups cost.

10. FIREPIT

- The outdoor fire pit is available for use during your stay. Unless you have exclusive use of the site, the firepit may also be used by other groups staying on site. Fires may only be lit if the weather is suitable and there are no fire bans in place. Any fires must be supervised at all times and the fire safely extinguished before leaving the area.

11. CLEANING

- Kihilla is hired as a self-cater, self-cleaning site. Groups are expected to leave the site clean and tidy. A departure checklist is provided for groups to complete at the end of the stay. Should a group prefer not to clean, please advise prior to attendance. Where the site has not been adequately cleaned, a cleaning charge may apply.
- Please leave the grounds tidy and dispose of all rubbish. If any substance (eg shaving cream, balloons, rubbish etc.) is left around the site there will be a minimum clean-up charge of \$275.

- Adequate rubbish and recycling bins are provided for groups using the site. If there is more rubbish than fits in the provided garbage bins, please remove the extra from site upon departure.

12. BREAKAGES AND DAMAGES

- The hirer is responsible for the general care of the facilities and is liable for all costs to rectify any damage caused (other than by fair wear and tear) during the hire period. All damages should be reported immediately to the Kihilla manager.

13. DEPARTURE

- Groups are required to vacate the premises by the time indicated on their booking form (usually 3pm on the last day of booking) unless special arrangements have been made. Additional charges may be incurred if a late departure occurs.
- Group leaders should complete the departure checklist and leave it on the bench with the induction manual prior to departure.
- Groups should ensure that all doors and windows are closed and locked with lights and electrical appliances turned off on departure.

14. LOST PROPERTY

- Lost property will be kept on site for a period of no less than 4 weeks following a stay. Items not collected after this time may be disposed of or donated to charity.