



## Craigieburn Environment Centre Booking Information Guide

### **I M P O R T A N T**

**Please read the entire information guide thoroughly.**

#### **USE OF THE CENTRE:**

When you arrive, please carefully note any problems you encounter in the logbook in the kitchen at Korimako Lodge and on your feedback form (below). The facility should be clean, and all items present. We need to know things such as: doors or windows left open, the power left on, or water left on. If you check these when you arrive, the blame will not lie with you if you let us know. We rely on the honesty of groups to leave the facilities in the condition that they would like to find it on their arrival.

Please make sure that all items have been returned to their correct places, including the items on the shelves in the kitchen, and anything you have borrowed from the cottage. Note down all information appropriate on the damages and deficiencies sheet on arrival and departure and in the log book in Korimako Lodge.

Please **bring your own firewood** as the Trust no longer supplies firewood. **Absolutely NO COAL is to be burned in the woodburner.** The use of coal in Korimako Lodge woodburner constitutes a danger to your group and the facility and will result in your group being banned from future use. Heatpumps are installed upstairs and downstairs in Korimako Lodge, and a heat pump and smaller heaters are available in Kea Cottage.

#### **AVAILABILITY**

The Centre is open to any group primarily engaged in education, and also to recreational groups, at the discretion of the Trust. The Trust reserves the right of admission, and the right to cancel or refuse any booking.

**KEYS:** Lockboxes are installed at the Centre and the Booking Officer will send the codes to you in the week prior to your stay. It is helpful to make contact the week before if you haven't received this information.

**BOOKING:** Read through this booking document and follow the link in the booking section.

**CHECKOUT:** 3:00pm. If you require a different time please make your request in your online booking.

**INVOICING:** Your organization will be invoiced at the end of your stay.

**PAYMENT:** Please pay online or deposit cheques to **Kiwibank 38 9009 0184943 00**

Use the **invoice number** in the reference field

**CANCELLATION:** Depending on how much notice is given, we reserve the right to invoice your organization a cancellation fee at the rates outlined below.

#### **CANCELLATION FEE = one night's minimum charge**

1. The cancellation fee will not be charged if notice is received 2 weeks prior to date of use.
2. If cancellation is received within 2 weeks of booking, 50% of the fee will be charged.
3. Your organization will be charged for the full cancellation fee if notice is given after the proposed date of use. The cancellation fee will not be charged if the booking is transferred to another date.



\* No fees will be charged if your cancellation is due to road closures/extreme weather.

**PRICING:**

\$10 per person **for school and youth groups**

\$15 per person **for tertiary groups**

\$20 per person **for other adult groups** (Children under 5 years: **FREE**)

Note: Per person rates are charged by the group type eg. a "School/youth" group will all be charged \$10 per person regardless of age, Tertiary groups \$15 per person and all members of an "Adult/family" group are charged at the "Adult/family" group rate of \$20 pp.

Minimum charges

\$150/Night - **Korimako Lodge** (sleeps up to 28 people)

\$75 /Night - **Kea Cottage** (sleeps up to 6 people)

\$225/Night for the **Entire facility** (sleeps up to 34 people)

Note: You will be charged the *per person rate* or the *minimum rate* **whichever is larger**

(All charges are GST inclusive)

**RESPONSIBILITY**

Users will be accompanied at all times by a leader who will have responsibility for the Centre and for good relationships with neighbours.

The returned booking form should state clearly who is in charge of the group. Vandalism and willful damage will be charged to the group concerned. Please be vigilant about graffiti and take steps to prevent it.

**LOCATION AND ACCESS**

The Centre is located in the Craigieburn Forest Park, 5.5kms past Castle Hill Village (SH 73). (<http://enved.org.nz/EECentreAccessMap2012.pdf>) Turn off SH73 on to the **Broken River Ski field road**. Follow this road until you get to the Jacks Pass T-intersection and then turn left.

A security gate is located on the road to the Centre, after the Jacks Pass turn off. This gate is padlocked and you will be sent the code to unlock it. Please ensure that each vehicle owner locks the gate after entering and leaving the Centre. (Or unauthorized vehicles may be inadvertently locked in.) The Centre is approximately 700 meters past the gate.

**NOTE:** *The Southern gate on SH73 is now locked at the private owner's request.*

**WARNING:** *This road is now unsafe and impassable.*



### PROVIDED AT THE LODGE

mattresses	2 electric stoves	vacuum cleaners
2 fridges & a freezer	brooms & mops	pots, pans, basins etc
cooking utensils	3 showers & 4 toilets	wood burner & heatpumps
detergents (biodegradable)		

**NB YOU MUST BRING YOUR OWN FIREWOOD FOR THE LODGE WOODBURNER**

### YOU NEED TO BRING

bedding & pillows	food	cutlery & crockery
tea towels	rubbish bags	toilet paper
Cleaning materials – cloths	Firewood if you want fires	

**NB:** Korimako Lodge has wheelchair access

### KEA COTTAGE

Kea Cottage is self-contained., and has a heat pump. If you use both buildings, please ensure that any swapped equipment is returned to the correct building before departure.

**TELEPHONE: (03) 318 9219** (for people phoning the centre)

The phone at the centre has a toll-bar attached to avoid misuse. In emergencies the toll-bar can be lifted with a PIN number, which is known by the Arthurs Pass Police and DOC staff. With the toll-bar on, the phone will reach all Darfield numbers and the 111 system. It is advisable to arrange for your home base to ring you at the Centre at prearranged times or purchase a [Telecom calling card](#) before you leave home. Some Mobile phones work at times in the area above Korimako Lodge, or at the top of the No Exit road above the Centre

### EMERGENCIES/DOCTOR/FIRE

**Phone 111** Fire hoses and extinguishers are located at the centre

**POLICE** Arthur's Pass, Phone 03 318 9212

N.B: Police should be informed **first** should anyone be lost or in need of emergency evacuation.

In the event of an urgent repair or malfunction needing immediate attention only, contact the **Custodians** Castle Hill Village Phone 03 318 9189

### BEFORE THE VISIT

Check carefully the location of private land. If you intend to cross private land please obtain permission from landowners prior to your visit.

### ON ARRIVAL

Turn on the power and the water supply. Instructions are on the noticeboard in the kitchen. Winter and summer procedures are different due to freezing danger in the winter. Check the facility carefully for any signs of damage – record these in the Caretaker's book in the Lodge, and also on the payment form otherwise you may be held responsible. Check the location of fire exits and follow all posted directions and signs.

### AT THE CENTRE

**SMOKING** – is strictly forbidden in all the buildings including toilets, laboratory, etc.

**FIREARMS/PETS/ANIMALS** - are not to be brought into the park except with the appropriate permits from the Department of Conservation.



**DRUGS/ALCOHOL** - The Trust insists on strict adherence with the drinking age law. Groups willfully breaking the law will be banned from the Centre. Leaders must accept responsibility for the behaviour of their group members.

### **SUPPLIES**

The nearest store is Springfield some 40km away, and has very limited supplies. Groups are advised to come fully equipped with some spare food for emergencies.

### **HEATING**

Heat pumps are in the corridor upstairs and in the downstairs bunkroom. Please use as per the instructions. Note the upstairs one is left on 16 degrees when you leave in winter to prevent freezing. Kea Cottage has a heat pump.

*PORTABLE HEATERS* - **Private portable heaters are not to be used.**

### **RUBBISH AND MINIMUM IMPACT**

In accordance with our minimum impact philosophy, all rubbish must be removed from the Centre. Groups should bring rubbish bags and do a thorough check of the Centre and surrounding area prior to departure. We encourage groups to recycle cans, plastic and glass and to collect food scraps to take home and compost (please don't dump food scraps on site).

The Trust expects users to care for the facilities and for the natural environment. Adults should set an example for children in their care regarding litter, staying on paths and tracks, and avoiding trampling or damaging living things.

### **WASPS**

Wasps can be a problem in the Craigieburn Forest Park, particularly from January to April. Please take suitable precautions if a member of your party is known to have an allergic reaction to wasp stings. In some instances (eg with large groups) it may be prudent to be equipped with appropriate medication in case of an unexpected adverse reaction.

### **FIRES**

**NB** A DOC permit from Arthur's Pass Visitor Centre is required for outside fires except in a DOC approved fireplace.

### **UNACCEPTABLE BEHAVIOUR & NOISE**

All users of the Centre must be aware that other members of the public may be using the area surrounding the Centre. You must ensure your own activities and unacceptable behaviour will not impact on the enjoyment of others recreating in the area. Ensure any noise is kept to a reasonable and acceptable level.

### **DOGS**

Dogs are **NOT** permitted in the Centre, nor are they to be kenneled on or near the site. Any dogs accompanying casual visitors to the Centre must be on a leash or kept in a vehicle throughout the length of their visit.

### **KEA**

These delightful mountain parrots are permanent residents of the alpine environment. Kea are inquisitive and their activities may result in damage to vehicles and equipment left out in the open, so watch your gear. . Kea are a fully protected species and are under threat. Do not harm them in any way and please **DO NOT** feed them. Check out the Kea Conservation Trust web-site for more detailed information [www.keaconservation.co.nz](http://www.keaconservation.co.nz)



### **ON LEAVING**

Read the instructions in the kitchen about cleaning procedures and the location of cleaning equipment. Do a thorough job of cleaning – try to leave the facility better than you found it. Please complete the checklist contained in this booking guide, and follow all directions posted at the Centre.

Turn off the power and the water supply. Leave fridges and their freezer doors open. Close all windows and lock doors. **TAKE YOUR RUBBISH WITH YOU.**

Please remember to note any prior damage in the Caretaker's book in the Lodge, and on the payment form, and also any damage your group may have done together with an explanation. Indicate any deficiencies, e.g. fused lights, blocked toilet, etc so that these can be dealt with promptly (see notes below) Feel free to make an entry in the logbook even if there are no issues. We appreciate comments and suggestions.

### **BOOK ONLINE:**

All bookings are subject to availability and will be confirmed by return email. Please make sure that you have read this document carefully before your trip.

1. Check availability here: [www.enved.org.nz/Calendar.htm](http://www.enved.org.nz/Calendar.htm)
2. Select which building/s are required for the size of your group (above)
3. Click below to complete the booking form

## [BOOK ONLINE HERE](#)

For further information, contact:

[CraigieburnEnvironmentCentre@gmail.com](mailto:CraigieburnEnvironmentCentre@gmail.com)

**Thank you for your use of the Centre.**



## CHECKLIST

Print out this page and, before you leave the Environmental Education Centre, please ensure that ALL the tasks on this list have been completed. Please physically check that each task has been completed BEFORE you tick it off.

### KORIMAKO LODGE

	TASKS – BATHROOMS	Tick
01	All shower booths cleaned and dried	
02	All hand basins cleaned	
03	All toilet pans and seats cleaned	
04	All floors mopped and dried	
05	All shower isolating switches off	
	TASKS – KITCHEN	
06	Stoves cleaned inside and out	
07	All benches and tables wiped clean	
08	All sinks cleaned and shelves tidy	
09	Fridges cleaned and doors left open (including their freezer doors)	
10	Freezer emptied of your provisions, cleaned and power <b>left on</b> for freezer	
	TASKS – BEDROOMS	
11	All floors swept and cleaned/vacuumed	
12	All rubbish removed from on/under mattresses	
13	All mattresses cleaned of dirt and stains	
14	SHUT ALL WINDOWS! (Double check –security)	
	TASKS – LABORATORY	
15	Roller doors secured with wire clips	
16	Drying room heater off	
	TASKS – DISPLAY/DINING ROOM	
17	Floor swept and mopped	
18	Tables stacked in area against wall	
19	Chairs stacked	
20	LOCK DOORS! (Double check – security)	
21	SHUT WINDOWS! (Double check – security)	
	TASKS – GENERAL	
22	Outside – pick up all rubbish	
23	Fires – clean out and take ashes away	
24	Power – turn off ALL the unmarked switches	
25	Taps – turn off all dripping water taps	
26	Carpets/mats – vacuum	



27	RUBBISH – take ALL back with you	
28	KEYS – place all keys on their nails and return access key only to lockbox.	
29	Damage – all damage noted own to report	
30	WINTER ONLY – DRAIN ALL WATER FROM PIPES	
31	WINDOWS! SHUT AND DOUBLE CHECK LOCKS	
32	DOORS – LOCK AND DOUBLE CHECK ALL DOORS	

	KEA COTTAGE (if used)	Tick
01	Clean bathroom and toilet	
02	Clean stove	
03	Clean fridge and leave door open	
04	Clean floors and mats	
05	Turn off power & water mains and drain water in all seasons	
06	SHUT ALL WINDOWS (Double check)	
07	LOCK DOOR! (Double check)	

### DAMAGE AND DEFICIENCIES

1. Upon arrival damaged noted – give details.

---



---



---

2. Damage caused by our group – give details and explanation.

---



---



---

3. Deficiencies noted – give details. Eg. blocked toilet in Kea Cottage, fused lights, etc.

---



---



---

***I understand that our group may be charged for some of the damage described in (2) above once this has been assessed by the Trust.***