

GTS DOLPHIN TERMS & CONDITIONS HIRE AGREEMENT



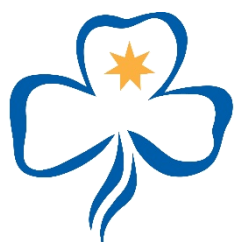
GIRL GUIDES
AUSTRALIA
SOUTH AUSTRALIA

Last updated April 2024



Table of Contents

Activity Area	3
Air Conditioning/Heating	3
Animals	4
Barbecue.....	4
Boats and Canoes	4
Breakages	4
Car Parking.....	4
Cleaning	4
Cancellation Policy.....	5
Dolphins.....	5
Dormitories.....	5
Electricity	6
Emergencies	6
Emergency Phone Numbers	6
Evacuation Procedures	6
First Aid.....	6
Keys & Security	6
Kitchen	6
Lawns.....	7
Lights.....	7
Smoking	7
Sporting Equipment.....	7
Television and DVD Player.....	7
Washing Machine	7
White Board.....	7
Windows.....	8
Things you need to bring with you:	8
Packing Up Checklist.....	8
Cleaning Checklist.....	8
Liability.....	9
Hirer Responsibilities & Acceptance.....	9



GIRL GUIDES
AUSTRALIA
 SOUTH AUSTRALIA



Girl Guides South Australia respectfully acknowledge Traditional Owners of the land we work on and pay our respects to their Elders past, present and future in maintaining the culture, country and spiritual connection to the land.

Activity Area

The following items are available:

- Folding trestle tables – Located behind wall with the white board on. Opposite Male bathrooms.
- Stackable plastic chairs
- White board
- Data Projector Screen
- Pin boards
- Washing machine and dryer
- Rubbish bins – additional liners in the triangle corner kitchen cupboard left of the sink.
- Steel cupboard containing brooms
- Mops and buckets for washing floor
- Clothes line – indoor and outdoor
- Patio heaters - outside use only
- Air conditioner
- Heater

After using tables please leave then clean (regardless of activity) prior to being put back on trolley.

Plastic chairs should be stacked up behind wall, no more than **10** high.

Air Conditioning/Heating

GTS Dolphin is equipped with 2 evaporative air conditioners 6 ceiling heaters. One air conditioner is ducted into the upstairs dormitory area.

Air conditioning

It is important to have the windows open when the air conditioners are running.

The control panels for these are located on the wall near the kitchen roller door, under the stairs. There is a black mark on the dials, do not turn them over this mark. You will find that you should not need to put them up that high. Having them about halfway will cool the building quite quickly.

Heating

The control panels for heaters are located on the wall near the kitchen roller door, under the stairs. The on/off switch are labelled and located by the phone.

Please note: they make noise and may glow red.

Please ensure that they are turned off overnight and before you leave.

GTS Dolphin also has 2 patio heaters. ***These are NOT to be used inside.***

There are spare gas bottles in case you run out. Please ensure that you leave the empty bottle/s out so that we can have them refilled for the next guest.

There may be charges for excessive gas usage.

Please ensure that they are turned off when leaving the property.

Animals

Animals are not allowed inside GTS Dolphin or within the compound under any circumstances. The only exception to this are Guide Dogs – as per disability requirements.

Barbecue

1. The barbecue is not to be used inside the building.
2. Any oil spills are to be cleaned off the concrete.
3. Empty gas bottles are to be left out (against roller door) so that they can be refilled.
4. Barbecue is to be thoroughly cleaned before being put away and gas bottle is to be turned off.

Boats and Canoes

Behind the roller doors (on the left as you enter the building), there are boats and canoes stored. These are for Girl Guide use only. Please do not open the roller doors or use equipment.

Breakages

Breakages and damage must be reported to Girl Guides SA.

All breakages and costs incurred will be invoiced to the group responsible. This may include broken windows, furniture and equipment, graffiti, lack of cleanliness and/or negligent misuse of property.

We understand that some damage is unavoidable, however we ask that you take care of our property as if it were your own.

Car Parking

Parking for visitors is next to GTS Dolphin in the public car park.

Overnight visitors can park in the compound around GTS Dolphin. Access is via the gate at the rear of the property. Ensure that this gate always remains locked with the key on the keys provided by the lock box.

Cleaning

All users are expected to keep GTS Dolphin clean whilst they are using the property. Brooms, mops, buckets, and a vacuum cleaners & some cleaning supplies are provided for your use.

Please sweep the activity area regularly as this does get quite dusty and dirty.

Please ensure the kitchen is left in a clean and tidy state.

Check under the beds for personal items and rubbish.

Please check to ensure the bathrooms are clean and tidy before checking out.

Clear the whiteboard if it has been used.

Bins must be emptied before checking out from the property. Rubbish can be taken to the bin in the dark garden. A key on the property keys opens the bin. Please lock after use. ***All rubbish must be removed from the premises.***

Please empty the vacuum cleaners if you use them.

Cancellation Policy

Online payments are required at the time of booking to secure your reservation.

Cancellation before 14 days prior to your scheduled check in will result in a full refund of your deposit.

Cancellation within 14 days and up to 48 hours of your scheduled check in time will result in a 50% refund on already paid fees.

Cancellation within 48 hours of your scheduled check in time will result in no refund and we will retain already paid fees.

Dolphins

There is a pod of Dolphins that live in the Port River and surrounding area. You will often see them riding the bow waves of ships and boats.

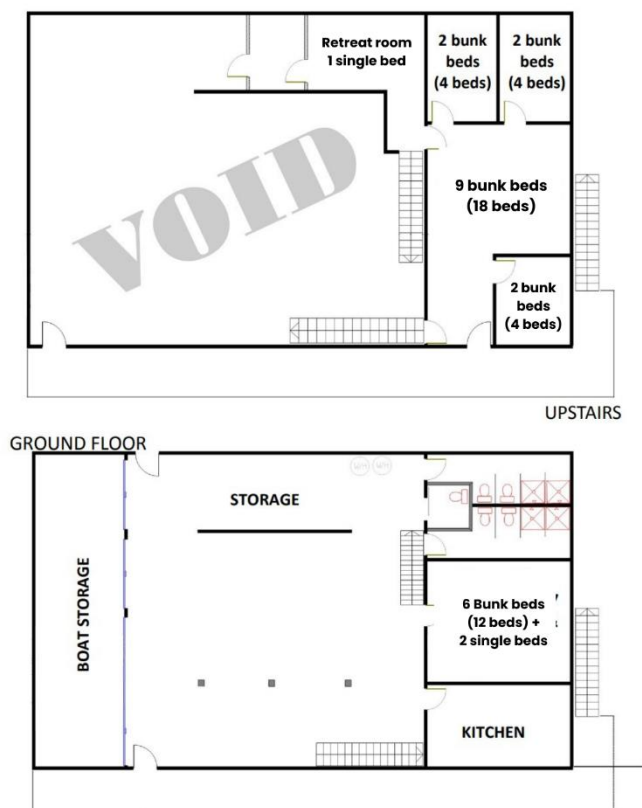
Dormitories

GTS Dolphin sleeps up to 46 people. The downstairs dormitory has 8 double bunks (16 beds), and upstairs the dormitory has 9 double bunks (18 beds). There are 2 smaller rooms with 2 double bunks in each room (8 beds), a smaller room with 3 single beds & the TV room has 1 single bed.

Please supply your own pillows, pillowcases and sleeping bags (or sheets and blankets). There is a protective sheet on all the mattresses, but these are not to be directly slept on.

Beds are not to be moved.

No food, wet clothes, towels, or footwear are to be taken into the dormitories.



GTS DOLPHIN

Dorm Style Accommodation
Sleeps up to 45 people

Electricity

The meter box is on the outside of the southern wall. Do not turn off the power except in an emergency. The circuit breakers are situated in a box next to the kitchen servery. If you overload a circuit with too many appliances, turn them off and reset the appropriate circuit breaker.

Emergencies

There are fire extinguishers located in all areas. Please make sure that people know what to do in an emergency and how to use them.

Please notify the office if an extinguisher is discharged for any reason.

Emergency Phone Numbers

Your safety is important to us. Please follow the onsite emergency procedure instructions in the event of an emergency.

Below is local emergency contact information:

In the event of an EMERGENCY	000
Police	131 4444
Port Adelaide Police Station	8207 6444

Evacuation Procedures

Evacuation Procedures are located at all exits. Please ensure you familiarise yourself with the procedures in case of an emergency.

Emergency meeting points, fire extinguishers, and fire blankets are all visible on procedure maps.

First Aid

You must supply your own first aid materials.

Keys & Security

There are keys in a key safe at the property, you will be given the access codes and instructions closer to the date of your booking.

These keys open all the doors, gates and bins in and around GTS Dolphin. We ask that the roller shutters on all the windows are down, that the doors are padlocked, and the outside gates locked if you leave the property during your stay.

Kitchen

The kitchen has the following equipment:

- Large electric cooktop and oven
- 2 fridges
- Dishwasher
- Crockery for 60 people
- Plastic ware for outside use for 60 people
- Glassware for 60 people
- Sugar bowls, milk jugs
- Salt and pepper shakers
- 2 Electric Urns
- Electric toasters
- Kettle

- Electric frypans
- Cookware for stove (including large stockpots)
- Pie warmer
- Baking and roasting trays for oven
- Platters and salad bowls
- Trays
- Jugs
- 2 large water coolers
- All utensils
- 3 x 72 litre garbage bins with lids
- Hand washing sink
- Dish washing sink

We will supply you with powder for the dishwasher. Please ensure that this is left in the cupboard under the sink when you pack up. Operating instructions are on the inside of the cupboard door under the sink.

Please bring your own dish cloths & tea towels.

Please do not leave wet and dirty dish cloths in the cupboards or in the sink.

Please ensure that you take everything with you that you brought when you leave, especially from the fridges and cupboards.

Lawns

The lawns are on an automatic watering system which is programmed. Please ensure to not touch the system box on wall in the kitchen.

Lights

The activity area light switches are located next to entrance door.

The lights and exhaust fans for the bathrooms are on the same switch and will come on together.

Outside lights are on switches next to the air conditioner control panels.

Smoking

GTS Dolphin is a non-smoking facility. There is to be NO smoking inside the building whatsoever. Smokers are asked to pick up their butts & dispose of them in the bins near the Port River Sailing Club. Please do not leave them lying around as the birds pick them up and they pollute the river.

Sporting Equipment

GTS Dolphin has 2 boxes of sporting equipment which are available for your use. Please treat it with respect and advise us if there are any breakages.

Television and DVD Player

Upstairs in the little lounge is a television and DVD player – you will need to bring your own DVD's.

Washing Machine

A washing machine is provided for your use, but you must supply washing powder. There are washing lines also.

If you have wet clothes after water activities please rinse them off outside on the lawn before putting in the washing machine (we don't want it full of sand).

White Board

Please only use whiteboard markers on the whiteboard and clean off as soon as possible.

Windows

The large windows in the activity area have electric roller shutters on them that are operated from inside the building.

The kitchen windows have hand operated roller shutters on them which are wound from the inside.

All the upstairs windows have external shutters on them that cannot be accessed.

When you go out it is very important that all the downstairs window shutters are rolled down for security.

Things you need to bring with you:

- Pillows and pillow cases
- Sleeping bags or blankets and sheets
- Towels
- Tea towels
- Detergent
- Dish clothes
- Washing powder
- Clothes pegs
- First Aid Kit

Packing Up Checklist

- Tables folded up and returned to their storage
- Chairs stacked
- Heaters off, away and covered
- Air conditioner turned off
- Stove turned off at switch on wall

Cleaning Checklist

- Ensure all rooms and spaces are tidy and cleaned
- Carpet in all upstairs rooms vacuumed of any debris
- Ensure there is no sand on any of the beds
- All rubbish has been removed (take it outside to the locked bin) and bins have been cleaned
- Fridges have been emptied and cleaned (do not turn off)
- Urns have been emptied
- Dishwasher has been unloaded
- Kitchen has been cleaned
- Bathrooms have been cleaned and rubbish removed
- Ensure ALL areas are locked
- Close and lock all upstairs windows and curtains
- Balcony door closed and locked
- Kitchen shutters closed
- Back gate closed and padlocked
- Back door closed and padlocked
- Window shutters closed

Liability

Girl Guides South Australia INC and its agents and employees do not accept liability for loss of property or damage or personal injury arising from the use of facilities.

Girl Guides SA reserves the right to cancel your booking at any stage where there are issues relating to health, safety, access, or critical weather. Whilst as much notice possible will be provided, there may be less than 24 hours' notice given in circumstances outside of our control.

We reserve the right to terminate your occupancy of the campsite where you or your group are a nuisance, breach the requirements of this agreement, or create excessive noise to the detriment of other guests' enjoyment.

If you are negligent in your actions at Tuckerway which results in damage to the site or property you will be held responsible. Any charges incurred will be determined by Girl Guides SA with fairness in mind.

Hirer Responsibilities & Acceptance

The hirer agrees to comply with regulations as outlined and stipulated by the Property Manager.

The hirer must ensure that everyone in their group is aware of their responsibilities to comply with these regulations.

The hirer must report and pay for all damage to property and loss of, or damage to equipment.

The hirer shall be solely liable for and shall indemnify Girl Guides South Australia in respect of any liability, loss, claim or proceeding whatsoever arising under the Statute or Common Law in respect of personal injury to or death to any person, and / or damage to any property that occurs while occupying the Tuckerway premises.

Liability under this indemnity shall be reduced in proportion to any negligent acts or omissions by Girl Guides South Australia Inc.

Booking and processing of payment accepts these terms and conditions.

Terms and Conditions are correct as of 17th April 2024 and are subject to change at any time without notice.