

Management Policies

POLICIES

1. Fire Pit
2. Kitchen
3. Noise
4. Risk Warning

1. Fire pit

The use of the open Fire Pit will not be permitted unless an individual in the group signs this duty of care form.

Permission to use the fire pit must be granted by the Property Manager.

It will be this person (s) responsibility to ensure the correct procedures and control are maintained in the Fire Pit area.

This facility may only be used if there are no current fire bans and the relevant approvals are obtained in the fire season.

The person signing this document will be responsible for the following:

- Only start the fire at the express approval of the property manager
- Be present at all times while the open fire is lit
- Ensure that only a reasonable amount of firewood is in use at any one time
- Ensure that there is responsible behaviour and control within the group
- If the conditions change and it becomes windy, extinguish the fire immediately
- In the last hour of use, do not add any further logs of wood to the fire
- Follow extinguishing procedures as discussed with the property manager
- No bottles, glassware or any plastic to be thrown into the fire
- Ensure that the fire is always controlled and be present when extinguishing at the end of the evening².

2. Kitchen

If you are using our onsite Caterer, this policy does not apply for the catered meals.

If you decide to employ an external caterer, the following will apply:

- Only qualified trained personnel to enter the kitchen
- The kitchen is to be cleaned and left in the same state that it was handed over
- A Kitchen Cleaning Fee of \$200.00 will apply to cover cleaning costs of the entire function area
- Please inform the Manager of any breakages to furniture and equipment
- Please ensure your caterer removes all their equipment and excess food items by the next day
- Rubbish to be placed in all bins outside the kitchen and cartons broken down and placed in the recycled bins provided
- Kitchen hire fees are payable as per our Terms and Conditions

3. Noise

We understand that all guests wish to have a wonderful time on the property and we encourage you to have a superb function.

However, whilst we are on 100 acres, we do have neighbours and noise can travel pretty easily at night.

Each function needs to adhere to the Protection of the Environment Operations (Noise Control) Regulation 2008 which sets certain limits on noise emissions from musical instruments or amplified sound.

Kangaroo Valley Bush Retreat has no closing hours, but please ensure that all amplified sound has concluded by 12.00am (weekends) or 10.00pm (weeknights) as per council sound regulations. There will be a 5 minute grace period before all power to sound equipment in function areas automatically shuts off only overhead lighting will remain on. Kangaroo Valley Bush Retreat abides by council regulations and is respectful of our neighbours. Furthermore all live music and amplified sound must be positioned in the main hall only. No amplified sound is allowed in the cathedral, deck or boma after 8.00pm.

Acoustic stringed instruments (such as guitars) are considered acceptable after cut off times. Please be aware that if the property managers consider this sound to be excessive they are within their rights to request this ceases. No bongo drums or other acoustic instruments deemed to have heavy bass will be allowed after cut off time.

The Protection of the Environment Operations (Noise Control) Regulation 2008 sets certain limits on noise emissions from certain equipment.

Noise Type	Time Restrictions
Musical instruments and electronically amplified sound equipment (e.g. radios, Car Stereos, Apple IPod Docs, Radios, TV's, CD and DVD players).	Midnight to 8 am on Friday, Saturday or any day preceding a public holiday. 10 pm to 8 am on any other day.

**We would appreciate you respect the fact that neighbours do live on surrounding properties.
Please ensure that volumes are adjusted and turned off at 12.00am.**

4. Risk Warning

We have placed risk notices throughout the property and in all the cabins and main lodge. Please make sure your guests have read and understood these risks