

Managers' Duties

Kangaroo Valley Bush Retreat welcomes you to our venue for your function and to ensure that everything runs smoothly, please be advised of the type of duties you may expect from our Property Manager.

Please note that our Property Manager is not a function organizer or wedding planner.

What to expect from our manager

- Assist your guests to locate their cabin or room on arrival
- Meet with the nominated Responsible Person(s) and discuss responsibilities at the start of your stay
- Help with general enquiries related to the property and its facilities
- Show you where items are kept if needed e.g. more garbage bags, irons, ironing boards etc.
- Provide you with extension cords, microphone and speakers, spare tables, chairs on request
- Show you where power points are located on the property
- Provide additional consumables if needed e.g. tea, coffee, toilet paper etc
- Light the fire in the outdoor fire pit / Boma if required
- Show you how to use the BBQ facilities
- Ensure that your event complies with the council sound regulations – see noise detailed policy for further information
- Ensure that no candles or fires are lit around the property
- If people are sick or injured, assist where possible
- Assist with advice as to how the bridal party transfers down to the cathedral for the wedding ceremony. We do however strongly recommend that you consider engaging a wedding planner for a smooth function.
- Prior to the end of your stay, meet with your nominated responsible person(s) and discuss what areas need tidying up to return the venue to its original state.

What they don't do

- Move furniture
- Put up decorations
- Take down decorations after your event
- Do event planning or execution
- Clean rooms, cabins or communal areas during your stay

Manager's availability

Managers are available 24/7 for Emergencies only, otherwise their hours are:

Weekdays: till – 8pm

Saturdays: till – 10pm

Sundays: till – 6pm

Guests should always approach the nominated Responsible Person after hours (who will have been briefed by the Property Manager upon arrival).