

Welcome to



Important Information – Please read

The Summit is excited to welcome you to our amazing adventure park.

For your stay to be a safe and successful one, please familiarise yourself and the rest of your group with the following Summit Rules and Responsibilities.

It is the Group leader's responsibility to pass on all relevant information to the entire group.

Contact Us - if you require assistance during your stay

Monday to Friday 8.30am - 4.30pm, you can contact our office on (03) 5633 3236
After-hours and public holiday number is 0402 278 270

Please note: our on-call number is there for you if your matter requires urgent attention. For anything of a non-urgent nature, please contact us during business hours.

Access Codes:

Boom Gate: _____ #

Stadium Teachers Amenities: _____

Check in/key lock box Code: _____

Leader in charge _____

Lock box Location: _____

Driver Rules:

- Internal roads have signed speed limits of **5km/h at all times.**
- **Give way to pedestrians at all times**
- Drivers are asked to **be extra vigilant** as children are in all areas of the park.
- All roads are shared with pedestrians of all ages and abilities.
- You may only park in **signed designated parking areas.**
- One vehicle through the gate at a time, it must close between vehicles

Check Out: 8am Schools & 10:00am Groups (accommodation only) - **Late checkout fees apply (\$200/ 30 mins) unless otherwise organised with Management prior to your arrival.**

Please return any keys to the Key Return Box located beside the Main Office front door.

Mealtimes: (Unless previously organised or stated on your activity program)

Breakfast: 8.00am Morning Tea: 10:30am Lunch: 12:30pm Afternoon Tea: 3.00pm Dinner: 6.00pm



Park Rules and Responsibilities

Consent Form: A signed Summit Consent Form is required for every person participating in activities.

Activities: The Summit activities **CAN ONLY** be run by qualified Summit Staff and are **STRICTLY OFF LIMITS** if you are not supervised by them. Guests are required to wear enclosed footwear and appropriate clothing and ensure they have a clear understanding of activity instructions and safety requirements prior to commencement.

The park provides equipment for table tennis and various ball sports which you are welcome to enjoy at any time.

Swimming: A qualified lifeguard/s is required at all times with a 1:10 ratio. A water contract will need to be completed if your group provides the lifeguard/s. NO LIFEGUARD/NO SWIMMING

Cleaning: Guests are responsible for keeping the site and buildings tidy during their stay however our Guest Services team will do a thorough clean between guests. Guests can obtain cleaning equipment from Staff.

Blankets: These are **ONLY** in Bungalow Village & a \$60 fee will be charged if blankets are damaged or go missing.

Noise Restrictions: To ensure everyone's experience is respected, all guests must be in their accommodation and quiet by 11:00pm.

Keys: A \$50.00 fee per lost key will apply. Please leave keys in the Key Return Box at the front office on your departure.

Fires: No fires or BBQ's may be lit on the property without consent. This is also subject to daily fire ratings and restrictions (A Fire Consent Form must be signed) Designated fire pits must be pre booked.

Incident Report: The Group Leader is responsible for ensuring all accidents, irrespective of severity, are reported to a Summit staff member and a report is completed.

First Aid: Group Leaders are responsible for providing and administering their own first aid.

NO Smoking: NO SMOKING in any accommodation, amenities, or facilities. Please be courteous of other park guests and extinguish butts thoroughly and dispose of them appropriately.

Alcohol Policy: NO ALCOHOL is to be consumed before or during activities. Alcohol must stay strictly within your allocated areas.

Care of the Environment: We are fortunate to share our home with some amazing flora and fauna. Please leave them alone (do not attempt to feed or pat them), stay on tracks provided, stay off garden beds and do not litter.

Hazards: Potential park hazards include – lakes and dams, low light areas, undulating landscapes, unpaved areas, park staff on machinery, all-terrain-vehicles, electric fences, snakes, and wildlife.

No Pets: We love pets, but they can affect the enjoyment of other guests & our native wildlife.

Water Usage: Please help us conserve our bore water supply & limit showers to 3 minutes.

Drinking Water: **ONLY** drink from the sign posted "Drinking Water" taps. These provide filtered rainwater and are marked on the map as 💧. This does NOT apply to Doughty House guests.

Catering: If your booking includes catering, your meals will be provided in the facility allocated prior to your arrival. Groups are required to set and clear tables for each meal and wash dishes, unless they have requested Summit Service.

Kitchen Skip Bins: When using our Commercial Kitchens all rubbish must be appropriately sorted into recycling and waste. Failure to adhere to this will incur a minimum sorting fee of \$200.



Group Numbers Confirmation Form (staff use only)

	Student/Participant Numbers		Teacher/Spectator Numbers				Consent received
	Program	O 'night	B'fast	Lunch	Dinner	O 'night	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

As Group Leader, I agree that the above numbers accurately reflect my group and that we will be invoiced accordingly if these are above our final confirmed numbers.

Leader Name: _____ Signature: _____

Guest Behavioural Contract

Statement	I agree (Initial)
I will ensure that if my group are drinking, that they do so responsibly and NOT to excess.	
If excessive cleaning is required upon departure, including steam cleaning carpets & furniture/ re-washing of crockery and cutlery/ soiled linens/ cleaning the bbq etc, charges will apply and will be deducted from your Bond.	
I take full responsibility for the cost of any damages which may occur as a result of destructive, offensive or illegal behaviour by my group.	
I take full responsibility for the delivery and supervision of all meals with dietary requirements (if applicable).	
If any of my group members' behaviour is disruptive or offensive to other guests, I understand that they may be asked to leave the property and no refund will be given.	
I will ensure that all drivers in my group have a thorough understanding of The Summit's driver rules, gate operations of one vehicle at a time and required gate code.	
I will ensure I obtain the appropriate identification from any parent/guardian collecting a child (under 18) before releasing them into their custody.	

As Group Leader, I have read The Summit's Welcome Pack and understand that it is my obligation to ensure the group are informed of the Park Rules & Responsibilities and behaves accordingly.

Group Name: _____

Leaders Names/s: _____ Mobile # _____

Group Leaders Signature: _____



Head Lifeguard and Water Activity Contract

Supervision of inland waterways must be undertaken by a qualified Lifeguard. The Head Lifeguard of this group must be the signatory of this contract.

- **Must adhere to a ratio of 1 Lifeguard :10 participants.**
 - The following is a list of **RULES** which must be enforced by the signatory of this contract when taking responsibility for these activities. If participants are not adhering to these rules, then it is the responsibility of the signatory to close these activities.
1. If a participant is unable to swim or identified as a weak swimmer these participants must be wearing PFD while in the water.
 2. Swimming is only allowed inside the allocated swim zone which is clearly divided by coloured flotation lanes.
 3. Participants must be in full sight at all times of the Lifeguard in charge
 4. A PFD must be worn at all times by participants undertaking any water activities.
 5. No participants should be in the water during a thunderstorm.

As the qualified Head Lifeguard I, _____ agree to the above rules of operation and understand my responsibilities. I have provided a current copy of my qualification and take full responsibility as Head Lifeguard for all participants and Lifeguards. I understand I am not liable for any incidents resulting from the negligible behaviour of participants but that I am responsible for any incidents resulting from negligible behaviour on my behalf or that of another Lifeguard.

Head Lifeguard Signature: _____ Date: _____

Full Name of Lifeguard	Copy of Certification Collected by

OR

As Group Leader I, _____ am unable to provide suitable Lifeguard supervision for my group and as such agree that no member of my party will engage in swimming or water activities.

Group Leaders Signature: _____ Date: _____

Copy ID attached ☐

Bond amount collected \$