

RETREAT SPACE
FOR CENTERING,
CONNECTION
& CREATIVITY



**RAVEN'S
NEST**

Property Guide & Operations Book

816 Lees Rd, Venus Bay

Alex White - [0402042459](tel:0402042459)

Online Version of this guide at
<https://www.alexwhite.com.au/guest>

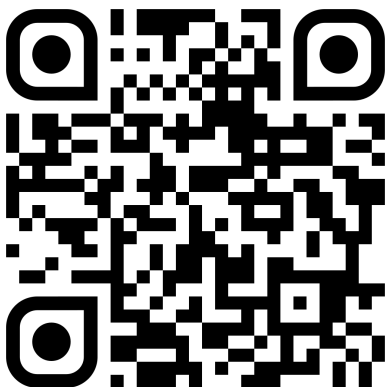


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First Aid

Life-threatening emergency

Call 000

Ask for Ambulance + local Venus Bay “CERT” Team.

816 Lees Rd, Venus Bay

Ensure that “Gate 2” is open to receive high vehicles

Closest 24/7 Defibrillators in Venus Bay:

- 90 Mcindoe Ave, Venus Bay VIC 3956 (5 minutes down the road)
- Community Centre (Near Town, Lees Rd)
- Pharmacy in Venus Bay Town main street

Local Hospital

“Bass Coast Health”

Wonthaggi 24/7 Emergency Hospital

- 40 min drive
- (03) 5671 3333

First Aid Kit

- Bottom drawer of the kitchen, near front door
- Snake bite kit (keep patient as still as possible, call 000, **do not move**, wrap limb and relax)
- Please report ANY use so that we can restock

Recovery Position - if breathing:

1. Use hand to pillow their head
2. Pull their leg and hip to roll onto their side
3. Open airways, gently tilt their head back
4. Let them rest, do not allow them to roll onto back or stomach.



FAQs - Frequently Asked Questions

- I have been the custodian of the property for 12+ years, along with my young daughter.
- The country in this region (right through to Yiruk, "Wilson's Prom") is at the intersection between Bunurong (towards Melbourne) and Gunai (towards Gippsland) people. The Tarwin river is considered by some groups to be a boundary.
- The private land is 14 acres and meets the waterfront (via crown land).
- The national park is a 15-minute walk to the entrance and 45 minutes to the ocean (5km return trip).
- The property is serviced by power only. Water (tank and bore), solar hot water/panels and gas bottles are on site.
- There are active snake sightings between October and March, keep your eyes forward.
- Sand flies can be prevalent, especially at the water's edge during warmer months, use repellent and do not scratch any bites as this makes them far worse to deal with. Bites are painless and last 2-5 days.
- The closest Emergency Hospital is Wonthaggi - 40 minutes drive.
- Mobile reception is good with Telstra and Optus, with a local tower in Inverloch (across water).
- I welcome further questions, however, I would ask that you look for answers in this manual first. You are also welcome to leave comments in this live document.

LISTEN TO A PODCAST OVERVIEW OF THIS GUIDE (AI Generated):

<https://soundcloud.com/listentoalexwhite/ravens-nest-operations-guide-the-podcast>

Emergency / Fire Plan

- If an emergency is present all staff / participants are to gather (muster) on the upper Deck
- If safe to do so, evacuating via car is an option only if the fire is from the WEST (National Park)
- If fire is coming from Venus Bay main town / main roads, these roads may be cut off. In this case, escape to the inlet via foot and walk SOUTHEAST towards refuge/shelter or open fields/swamps.
- As there is only one road in/out of Venus Bay it is best to be proactive and leave as soon as it is safe to do so.

Overview & Responsibility

- This land and the space it holds is one of safety, serenity and softness.
- Your staff and participants' safety is their own (and your) responsibility and conveying the appropriate content from this manual is important for their security and reducing risks to them, the land, facilities and future use of the space.
- At a practical level, you are required to have insurance that covers your specific types of activities that your group is involved in and you must have at least 1 trained First Aid responder on your team.
- The main threat to the land is fire, for this reason, fires are restricted to the fire pit and favourable weather. Smokers are asked to be very aware of their rubbish.
- Enjoy the space, I truly wish for the land and its facilities to allow people to connect with nature.
- I strongly suggest **placing an assistant** at the bottom of the driveway to direct traffic towards camping areas and car park **well before your start time**... people love to arrive early and the top of the drive at the house can become very gridlocked if traffic is allowed to stream into that area.
- As part of indemnifying Alex White, the Raven's Nest venue and yourself against claims, we ask that you have **every participant and staff member sign an event waiver** that outlines responsibilities.

Getting Here - Directions

- Set GPS to 816 Lees Rd, Venus Bay, Victoria
- Allow 2.5 hours from Melbourne
- Avoid city traffic after 3pm as the freeways can become very congested
- Stopping halfway at Loch Village's "Olive Cafe" is a great spot for cafe, toilet and park
- Last well-stocked supermarket is the IGA in Tarwin Lower (15 minutes before end of journey)
- The property is found in the "3rd Estate" of Venus Bay, at the far end of Lees Rd
- Orange traffic cones ("witches hats") are available near each gate to make the secluded entrance more visible to guests if you wish, we advise these are placed away after the 1st day of your event.

Access / Opening

- A black key safe is located 10m within the red gate, left-hand side of driveway, attached to a large Banksia tree (as in image)
- Key safe code is provided via SMS, please call Alex if you have not received the current code
- **These keys open the gate (laser key > bike lock), the house (red key) and other gates and shed locks (silver keys)**
- If your vehicle is very tall or wide, you can use the silver key to open Gate #2, closer to town (this is usually the exit gate) and large vehicles can access the house via this much larger driveway
- Follow the signs to house noting that there is a turning circle for normal size cars, it is hard to turn a large caravan / long truck in this house driveway especially if busy with other cars.



Key safe location.



Key safe attached to this tree.

Notes for Guests / Preparation Emails

Getting There - Directions

- Set GPS to 816 Lees Rd, Venus Bay, Victoria
- Allow 2.5 hours from Melbourne
- Avoid city traffic after 2pm as the freeways can become very congested
- Stopping halfway at Loch Village's "Olive Cafe" is a great spot for drinks, snacks, toilet etc
- Last well-stocked supermarket is the IGA in Tarwin Lower (15 minutes before end of journey), there is also a small milkbar/supermarket in Venus Bay for basic supplies
- The property is found in the "3rd Estate" of Venus Bay, at the far end of Lees Rd. If you arrive at a dead end (National Park) you've gone too far.
- An orange traffic cone ("witches hat") is placed near the entrance gate to make the secluded entry more visible to guests

Parking

- Once inside the gate, please make your way to the first checkpoint
- Drop off any heavy gear at the intersection and then drive around the loop, following the signs to "Parking", which is near the main road exit (Gate #2).
- Please park to either side of the road to allow for others to exit at any time
- Walk back to main house via the driveway and come upstairs to the entrance.

Notes

- Tank water is available onsite, bring a water bottle
- Insect repellent may be necessary during walks or outdoor activities
- Wind and rain conditions can change quickly, bring layered clothing options and a quality sun hat / sunscreen
- Fire safety is paramount and therefore smoking or making fire on the property is not permitted



816 Lees Rd, Venus Bay - Alex White - 0402 042 459

- Local Hospital - Wonthaggi Emergency > 40 Minutes

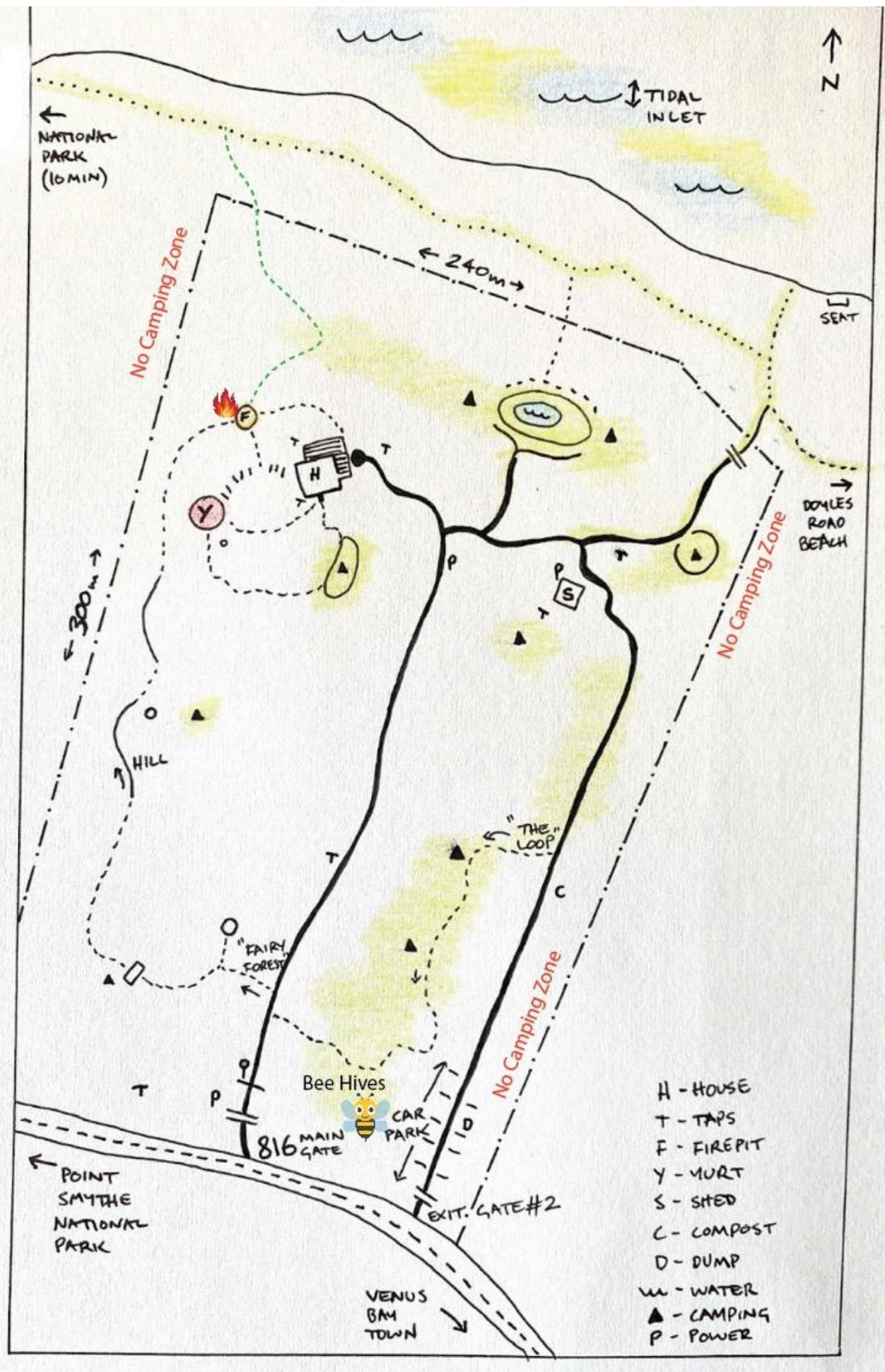
Setup / Bumping In

- ☐ Place set of property keys on hook inside front door (These keys open house, yurt, gates)
- ☐ Turn ON Water Pump (IF its OFF > downstairs, back door, labelled)
- ☐ Toilets are local septic system, please flush nothing but toilet paper. Bins are provided.
- ☐ WiFi - "Waven Wifi" (password: wahwahwah)
- ☐ Sonos house-wide sound system - Join WiFi, download SONOS App or Airplay to "Kitchen" speaker
- ☐ Lixt Lights (in upstairs space) are controlled via "House iPhone" in box at front door (no password)
- ☐ Check out [Property Map](#) and local area map located on back on pantry door
- ☐ Check and set spa temperature, set to 38 degrees. Please always shower before using spa
- ☐ Yoga bolsters (in yurt) need to be used whilst on yoga mat to ensure they stay clean
- ☐ Any issues that aren't covered by the manual, please call or SMS Alex on 0402042459

Exiting / Bumping Out

Leave the house and property in a secure and tidy way:

- ☐ **SWEEP** floors and prepare spaces and surfaces for professional cleaning (including yurt)
- ☐ Run a cycle of **DISHES** in the dishwasher, and used tea towels through the washing machine
- ☐ IF using bed linen, please place all used **LINEN** (inc. Bell Tent) in the downstairs bathtub
- ☐ Turn OFF (at the wall) all **HEATERS**, **SAUNA**, exhaust / ceiling fans, electric blankets + COLD DIP
- ☐ Cover **OUTDOOR COUCHES** with provided black covers / tie downs
- ☐ Ensure all **TAPS** / Hoses are OFF (except veggie garden tap) as a burst hose could empty the tank
- ☐ Remove old **FOOD** from fridge, place all rubbish outside in bins, food waste can go to [compost pile](#)
- ☐ **BINS** can be wheeled or towed to curb up until Sunday night for Monday morning collection
- ☐ Collect any **M.O.O.P** (Matter Out Of Place) from the property such as materials that you collected, cushions, RUBBISH and return used items to where you found them.
- ☐ Clean **BBQ** (if used)
- ☐ Lock and open the vent in the **YURT** (open top vent, leave the window closed)
- ☐ Lock ALL **DOORS** and close ALL **WINDOWS** (please check windows)
- ☐ Lock all **GATES** (inlet gate and exit gate #2) and SHEDS (house workshop, main shed)
- ☐ Lock **MAIN RED GATE** on your way out and ensure it is secure
- ☐ Replace main **KEYS** into Key Safe at front gate, close gently as jamming can make it hard to open
- ☐ SMS Alex to confirm your **EXIT**
- ☐ Send **FEEDBACK** to Alex via the [Feedback Form](#) (encouraged for facilitators and guests)



Local Park Maps

PONT SMYTHER - National Park and Ocean Beach

The tea tree and banksia woodlands will keep you protected from winds while the track dips through masses of coastal vegetation. It opens out onto Point Smythe / Venus Bay Beach.

Maps are located throughout the national park.

Note: All beaches in this area are unpatrolled (Only the main town, Beach No.1 is patrolled) and are an **extreme drowning risk** due to currents/rips. We recommend people enter the water up until their hips only and that only competent, educated swimmers enter the water at all.



Car Parking / The Loop Driveway

Rules / Safety: Keep driveways clear for easy exit / entry in case of emergency.

Idea(s): Use the driveways as a LOOP and park cars facing the exit (Gate #2) as this provides a car-free experience for guests to enjoy the natural surroundings without the reminders of traffic and busy life.

Instructions: Instruct guests to drop off their heavy belongings and/or camping gear either at the house (if staying close to house) or at the camping areas (mostly by the dam) and then park their cars, facing Gate #2 and working backwards from there. They can park left and right of the main driveway allowing space for small and large cars / caravans to exit.

When welcoming the guests as they arrive, I would suggest blocking off driveway to the house with a bamboo pole found near the fork in the road. This can act as an internal gate, forming a welcome spot and chance to ask any questions relating to their visit such as health etc. before directing them to either the house or camp areas.

To help people get gear to/from campsites there is a large garden trolley available, usually located near the shed. Feel free to make it available to guests to get their gear to their campsites.

	
Parking left and right of this area.	Keep cars to the sides.

Camping Areas

- There are large, open and flat areas near the dam as well as smaller tucked-away spots along the walkways and further into the bushland within the property.
- Be sure to camp within the boundary of the property (which is not fenced for animal's sake and unmarked, but indicated in the map above).
- Guests are welcome to camp anywhere keeping in mind normal safety such as trees above tents, ant nests etc. as well as considering how close they want to be to the main road, house, toilets, bee hives and water. Road noise increases during holidays and weekends, however, is rarely a hindrance.
- Do note that strong winds can be present and that trees can fall well after a storm has been through

Beds and Bedding

- Bedrooms are made available based on your specific booking
- Unless otherwise arranged, sheets are NOT provided and need to be BYO supplied
- There are plenty of pillows, doonas and blankets available within the bedroom cupboards
- Bedrooms have heating, do keep comfortable however please turn heaters off (or down) to not put too much strain on the solar system / other appliances
- Take care when using bunk beds, noting ceiling height and that we're not kids anymore :)
- The bell tent is available on request

Water, Taps, Drinking Water

- The property is serviced by a 40,000 litre water tank and a freshwater bore.
- 2 separate pumps control the Tank (pump under house) and Bore (pump at front of property).
- The gutters and tank are clean and "Tank" marked taps and kitchen sink are available for drinking water. There is also a filtered water tap on the kitchen sink and a **black hose under sink** to fill larger containers with filtered water. 1 large water container is provided.
- "Bore" marked taps are also available for drinking if required, however the water is slightly salty. Local people drink this water everyday without concern.
- Showers, toilets, laundry and garden irrigation are all bore water.
- There are other bore taps located around the property - behind top driveway, near shed, near inlet gate and half way down main driveway as marked on map.
- Hot water is solar heated (with power backup) and is a large domestic system, however it is always worth mentioning to keep hot showers brief to allow all guests a hot shower.
- Leave veggie patch garden tap ON, and use dial taps to turn on/off hose.
- Garden needs water, do NOT turn OFF main garden tap.

WATER MAINTENANCE - Plumber / Pumps: Please Call and SMS Daniel Cardy [0409 865 942](tel:0409865942)

Sound System - House

- Use the "House iPhone" by the front door to control SONOS
- OR Download the SONOS App on your phone (connect to WiFi)
- OR Play from your own devices via AirPlay to "Kitchen" speaker (and group Kitchen with other speakers via App)
- Use SONOS App to control Spotify, Apple, Soundcloud
- There are several speakers for different zones, they can all play different music and volumes

Light System - Upstairs

- Use the LIFX app on the "house iphone" in box at front door
- Turn on all lights via wall switches (if they are OFF)
- Then control ON/OFF, colour and dimmings via app
- Lights will come on (if on via wall switches) an hour before sunset
- Turn off via app (or via wall switches)

Aircon Units at House

- There are 2 remotes located next to pantry
- The Mitsubishi is the main aircon, heating the kitchen and lounge
- The LG is used during Summer to keep the lounge cool and aid in keeping the house comfortable in high heat (using the blinds to keep sun out is also advisable)
- Use during the day is preferable whilst the solar power is active

Dishwasher & Filter

- Check the filters if using dishwasher heavily
- Cutlery is in a hidden draw at top of cleaning space
- Rinse Aid and Detergent options are below the sink

Kitchen Layout & Setup

- 2 Fridges (same size), plus storage area/table (downstairs where it is cool)
- Small, medium and large domestic pots and pans and 2 large soup pots
- Large mixing bowls & chopping boards
- 10-litre urn & tea station table
- ASKO Dishwasher
- 90cm Westinghouse Oven (electric oven, 5 x gas hotplates)



Pantry, please use only if you need that forgotten ingredient or spice, and **report** empty items.



Glassware, Crockery & Cutlery for 30 people. Kettle & 4 Slice Toaster. Coffee plungers / makers.

Kitchen



Rubbish / Bins

- Bins can be wheeled or towed out to the curb on Sunday night for Monday pickup.
- Recycling is only every second week as below.
- Bins can be connected to a tow bar and driven (slowly) to the road in a train

Composting

- There are small tubs for collecting compost whilst in the kitchen
- These can then be emptied into the 2 large compost bins outside on deck
- When full, these can be wheeled via fridge trolley or car to compost site away from house (due to rats) found on the maps at “C” for compost



Compost bins for collection of all fresh waste.



Place compost in holes beyond the compost sign.

Toilet / Septic System

Rules / Safety:

This property, as do all properties in Venus Bay, runs its own septic system.

This system relies on **nothing but toilet paper** and our waste being flushed.

Please use bins for all other rubbish.

Instructions:

- Toilet paper is kept in bathroom, above laundry.
- Please report low toilet paper
- Leave a window open for fresh air
- Handwash is also available for refill, found in laundry under sink

Fires, Fire Pit and Fire Safety

Rules / Safety: Fires are ONLY allowed in the main fire pit, deck chiminea as well as inside the house fire place. Yurt fire please is ONLY with permission as it requires training.

IF WINDY (Above 15 knots) and HOT (Above 25 degrees) fires are NOT Allowed anywhere except inside the house fire place. Please discuss your needs and fire safety plans before use.

FIRE EVACUATION - Direct guests to the water's edge via tracks and move to open land. There is only one road out of Venus Bay and depending on fire location the roads may be closed.

Strongly remind SMOKERS they are to remain close to the house on gravel areas or in open land/sandy areas and need to remain vigilant about their lit cigarettes as a possible fire starter.

Ideas: Fire risk in this area is **EXTREMELY HIGH**. Shifting winds and highly flammable tree varieties make it essential to plan camp fires and have precautions in place to deal with any issues immediately.

Instructions:

- Nominate a person to be responsible for starting **and completing** the fire.
- Ensure the areas around fires are free from flammable liquids and materials.
- Have a filled bucket of water available to douse the fire when finished and if planning a larger fire, have an active and tested hose available with enough length to reach around the fire space.
- Collect wood from local piles, dead trees or your own supply of wood available at the local milkbar or hardware store
- Keep the fire low to prevent large sparks from traveling into nearby bush.
- When finished, FULLY extinguish the fire using water and a metal rake (found in workshop).

Fire Places & Setup

- Lounge Room - Start fires with a fighter lighter / cardboard with flue fully open and door cracked open for 10-15 minutes
- If you're not familiar with lighting a fire inside a stove like this, please [watch this video](#) as a guide
- You can clean black ash off the viewing window using damp paper towel dabbed into white ash and rubbing the black ash off the glass.
- Yurt fire place - [Instruction Below > Click Here](#) (Only with permission)

Walking, Activities & Climbing

- There is a "loop" walk around the entire property, follow the driveway down and out towards the exit gate #2, follow "The Loop" signs and then cross the main driveway to "The Fairy Forest" to arrive back at the fire pit. Lovely all day, particular an hour before sunset.
- Climbing trees and other natural or built obstacles (including jungle gym) is at OWN RISK
- Treehouse near damn is build for 2 people max and has no railings, consider this an out of bounds area

Safety Procedures

First Aid / Hospitals

- It is essential that at least one of your staff is First Aid trained / certified.
- Closest **Emergency Department - Wonthaggi Hospital**, 40 Minutes Drive
- Local Medical - Tarwin Lower Medical Centre (Nurse Practitioner on Staff, business hours)
- Pharmacy in Venus Bay township

First Aid Kit - Bottom drawer just inside front door holds basics plus snake and suture kit. Please notify of ANY use so that stocks can be renewed.

Emergency Evacuation

- There is only 1 road in/out of Venus Bay
- In case of fire, and where roads are closed, evacuation to the INLET is the safest area

Animals, Snakes & Insects

- Snakes are present and active September - May, mainly during warmer weather.
- They include Copper Head, Brown, King Brown and Tiger snakes all of which are venomous.
- Smaller snakes are often more dangerous as younger snakes tend to deliver a full load of venom with a single bite. Adult snakes may only bite, however treat for venom either way.
- All bites should be treated immediately by a first-aid-trained person. It is essential to **prevent the affected person from moving**, especially the limb that has been bitten, as venom travels in the lymph system which is pumped with muscle movement.
- Do touch or treat snake bite wound. Simply apply a pad, and the compression bandages up the limb.
- Large Kangaroos and smaller Wallabies are frequently seen on the property and local roads, they pose no threat and often jump away if approached. Be careful when driving as they can jump towards vehicles.
- Wombats have several sites throughout the property mainly in sand dune areas and tend to be very shy. Be careful when driving as they can often be overlooked as shadows.
- Echidnas are often found near inlet paths, are nearly blind and are very shy.
- Large Bull Ants are present all year, they are rarely an issue and if bitten, their bite can be subdued by chewing fresh, green, unfurling Bracken ferns and then applying the chewed paste directly to the bite and keeping it there for a few minutes.
- Stingrays (large and small) are found in the Inlet, they rarely allow humans to get close but are something to be aware of. Shuffle/slide feet when walking in water.
- Sand Flies (midgies) are present, mostly in low wind, dusk conditions close to the ground or water edge. Their bite is painless, however can result in a very itchy bump that (if itched) can continue for days. Do not itch bite sites and treat with an insect cream. We recommend "[The Locals](#)" brand.
- Dogs are sometimes present on holidays / weekends by the inlet path as it is a zoned dog beach.

Urgent Maintenance

Plumber / Water / Pumps: Daniel Cardy [0409 865 942](tel:0409 865 942)

Electrician: Bill [0419 114 914](tel:0419 114 914)

Large Gas Bottles: Inverloch Gas & Hire [\(03\) 5674 2333](tel:03 5674 2333)

Small Gas Bottles: Mitre 10 or IGA

Spills & Stains

- Please attend to spills on fabric / couches with stain removal solution under sink

Blinds

- The roman blinds provide great blackout from the sun and keep spaces warm and private
- Please go easy on the pulling of blinds, many have been repaired, some are still in a state where they need to remain open.
- Gently pull up and use hooks to wrap blind cord in position

The Deck Spaces

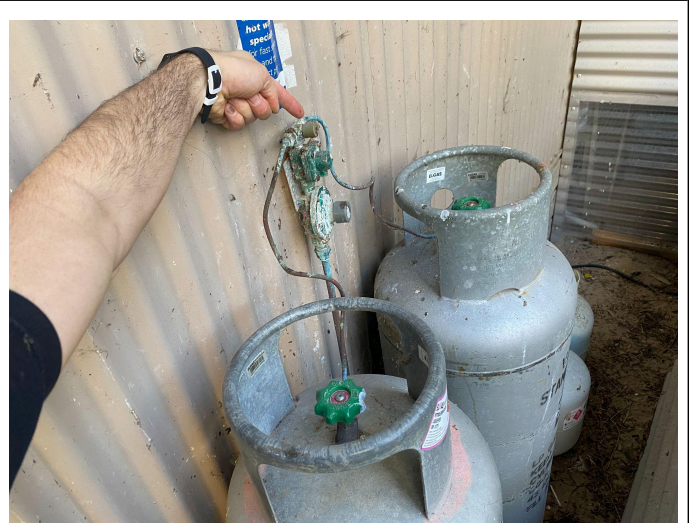
- Umbrellas are for use in low/no wind, **if wind picks up please fold down umbrellas** as they will break/fly away (this has happened) and possibly cause injury
- Chiminea and Fire Place can be used IF people are present and keeping an eye on embers
- Outdoor Couches are a lovely spot, please cover if raining or rain forecast
- Bird feed is available for local birds, in large wood crate near the upstairs entrance.
- BBQ is available, if dripping fat is likely please use plastic mat to prevent deck stains and empty drip tray to avoid fat fires

Power & Gas Issues

- Venus Bay has occasional power issues, usually for less than 5 minutes. Sometimes power outages are scheduled for an entire day (working hours).
- The safety switches or power board surge protectors can cause some areas to not have power.
Example: water pump goes off, check the safety switches first, then the labelled power boards near hot water unit at the rear of building.
- If power is required during long outages there is a backup generator that can be used to power fridges and other essential items.
- Internet is run from StarLink and DOES require power to run.
- **When POWER RESUMES**
 - The oven will only work when it has a time inputted
 - SONOS speakers may need to be turned off/on to reset their connection
- **Tea Urn** - Note that the Urn has it's own safety switch underneath the urn, a small black RESET button



Switchboard is next to ground floor toilet (behind a removable picture frame), if power goes off for some areas or devices but not the whole house it is likely to be a safety switch. If the switch repeatedly triggers, check and disconnect devices. Often multiple kettles and heaters (bell tent/yurt) can cause a safety switch to flick off.



Gas bottles can be switched over if one is empty. If both of these are empty, please use emergency BBQ gas bottles found next to these large tanks. Please report if you do switch tanks so that replacements can be arranged.

Gas Bottles: Tarwin Fuel Supplies deliver and install large gas bottles, usually next day [\(03\) 5663 5333](tel:0356635333)

Generator Operation

Generator is under the steps at back of house (behind spa area).

1. Check petrol is 90% full
 2. Check oil is full to line
 3. Start the generator using this video:
<https://www.youtube.com/watch?v=bj0eiKXFKPc>
 4. Full tank delivers about 2-3 hours of operation
- Connect WATER PUMP - Labelled Cord next to Hot Water Unit
 - Connect Lower Fridge and Upper Fridge
 - Oven cannot be connected
 - Gas Hot Plates will work (lit with a match)
 - Dishwasher can be connected if necessary

Spa, Cold Dip and Bathing Area - Rules & Safety

- **THE SPA IS FOR BATHING, NOT WASHING** 😊
- Given the chemical-free nature of the spa, please enter the spa with a clean body by having a shower beforehand, especially if engaged in sweaty or dusty activities before enjoying the spa.
- **AFTER EACH USE, please drop 10 DROPS ONLY** of the "Spa Drops" found behind the spa area in a marked cabinet on wall
- The deck around the spa is **SLIPPERY WHEN WET** or with wet feet. Don't run, and walk with care.
- Spas can create fainting in some people, especially if they are dehydrated and/or they stay in hot water for long periods. Fainting can happen well after exiting, if people do feel faint they should move to the floor/ground to prevent falling. **Drink water via plastic bottles whilst bathing.**
- Long hair can get caught in spa intake filters located in the bottom of the spa, young children with long hair can get stuck without the strength to pull free and drown. Warn kids of this, have their hair tied up and ask them not to dive deep in the spa. Always monitor kids around water.
- This spa is chemical / chlorine free for your health. The water is treated with an Australian invention using enzymes and filters called "Clear Choice". Pregnant women should seek advice before bathing in any spas, especially one managed with enzymes, as they may house unwanted bacteria.
- The spa stays on all year round, so please leave it ON for maintenance and next guests.

Ideas:

Enjoy a hot spa (38 - 38.5 Celcius) for around 10-20 minutes max before cooling down outside of the spa or with a cold shower / dip and perhaps returning for another round.



- OPEN spa by:
 - a. **Leaving the black pole IN PLACE**
 - b. Opening the front lid all the way OVER the centre pole, towards to the back
 - c. Using the now wrapped pole, open from the centre pole, to gently lever open the spa lid
- Set temperature approx. 38
- Experiment with Jet 1 (mid and high) and Jet 2 - Lounge (high only)
- Spa does NOT heat during jet use, so monitor having Heating ON Vs. Jet being ON.
- Blow up lilos are for insulation purposes, and because they're FUN. Please keep them inside the spa when finished, and if they exit the spa, clean them before returning them.
- If ERROR "FL1" then likely filters need cleaning, gently unscrew and hose down before returning. "FL2" then turn off spa for 15 minutes to reset (large orange switch under back of house ramp).
- Filter Cleaning Process Video: <https://youtu.be/DCNSCn0NrXo>

Sauna & Cold Dip

Sauna

1. Turn ON > ISOLATION SWITCH near the back door, ankle height
2. Press and release the round black button inside Sauna ONCE to view status
3. Press and release again to Turn ON (the flames symbol will light up above current temperature)
4. Dial clockwise to raise the desired temperature to 75 (small number in top right)
5. Once on (flames) it will stay on for 3 hours then turn off automatically
6. Once finished turn OFF both via the dial (Press and release, NO flame symbol) and use the ISOLATION switch to completely turn off (from a fire safety perspective).



Before You Enter

Shower First:	Cleanse before entering. No oil on bodies as it will stain the wood.
What to Wear:	No sharp objects or dark coloured fabrics Remove metal jewellery
Use a Towel:	Sit or lie on a towel or sauna sheet

During Your Session

Limit Time:	15 - 20 minutes per session 3 session maximum is suggested Keep the temperature at 75°C MAX
Stay Hydrated:	Drink water before, during and after
Steam Caution:	Ladel water onto stones slowly
Listen to Your Body:	Leave, cover yourself & lay down outside if feeling faint

Safety and Respect:

No Alcohol:	Avoid alcohol before/during
Supervise Children:	Adults must supervise children
Cool Down:	Gradually cool off after your session
Respect Others:	Keep noise low & maintain cleanliness
Health First:	Seek advice if pregnant etc.

Turn OFF:	Ensure heating is OFF when finished.
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Cold Dip Freezer

- The Vital + Pro cold dip is provided for participants under the guidance of an educated cold therapy instructor ONLY. Exposure to extreme cold can cause heart issues and/or **hypothermia**.
- 12-14 celsius is cold enough to benefit from cold exposure without risking health issues.
- 2-3 minutes is a healthy range of exposure depending on temperature and experience.
- Please shower BEFORE getting into the cold dip to reduce strain on water filtration.

How To Use:

1. Turn ON at Outdoor Power point
2. Turn ON at Power Board (weather covered)
3. Turn ON at Black Chiller (on the back, red light up switch)
4. Use arrows to select 14 degrees
5. Allow ½ day to reach temperature depending on outside temperature (may require more)
6. Turn OFF at Night or at the end of sessions

How To Maintain:

<https://www.youtube.com/watch?v=JNSUSJ40F4c&t=295s>



The Yurt “Woo House”

Rules / Safety:

- Be aware that there are no handrails on the yurt deck and to not lose balance close to the edges.
- A fire extinguisher is located just within the main doors.
- Vent the space after use by leaving the top vent open, this prevents mould in the space
- Douse fires, turn off heating and turn off the entire yurt when completing your days explorations
- Suspension from the pitched roof is at own risk and for children and light (<80kg) adults only.

Ideas:

- The yurt space is used for dance, movement, play, rest and reflection... please be mindful of its intent and keep eating/drinking/sleeping for the main house.
- Chalk can be used on the black floors of the yurt, however you will need to sweep and then mop the space when finished
- The space is setup with a surround sound system, projector/screen, table tennis table. Please ask before using for instructions.

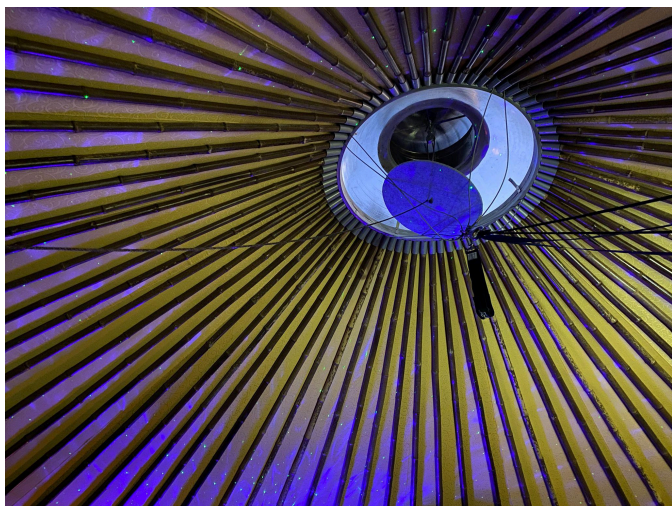
Instructions:

- Turn on the yurt power via the outdoor foot switch to the left-hand side of the door
- Vent the space by opening windows and doors (the top vent should already be open)
- Small water tank is provided, if you're planning on a lot of people needing this it may need to be filled at the house
- There is a broom (for outside and inside) and a sweeper (for inside) if the space needs a quick sweep
- Carpets can be moved if required, please place them back how you found them
- If the table tennis table / wall dividers are not wanted in the space, please place it carefully outside and cover in the provided tarp and rope it to prevent tarp being blown off.
- If you wish to make your own altars, please carefully remove current objects and place into the cupboard.
- When you leave, please OPEN TOP VENT to prevent mould buildup. Close all doors and windows.



Power for the yurt is UNDER this POWER sign.

This also turns on pathway and deck lighting which are controlled **separately** next to this main switch.



Open vent allows hot air to escape, this is the normal position for the vent.



GENTLY close the vent using rope/pulley system. **DO NOT** pull the rope hard as this will force the vent shut and it is difficult to remove once stuck.

Yurt Sound Setup

- Amp ON
- “CD” for main cable at top of altar.
- “AUX” for inputting your own RCA cables into the front of the Amp.
- Speakers “A” for inside, Speakers “B” for outside (please don’t use “A + B” setting as it will overheat amp)
- If warm weather or using the AMP a lot, please turn on the small black fan sitting on the amp (facing down) to keep the amp cool, otherwise it can overheat and cut out. The dial is at back of altar.
- If amp does overheat, fan cool air into the amp space and wait 5 minutes to turn back on (at a lower volume)
- About -4db for Volume and then adjust your device/laptop



Yurt Heating/Cooling

Heating Panel:

- A heating panel is provided to slowly increase or hold the temperature of the yurt
- Given the yurts air space, making the space warm (21 celsius) is hard to achieve in cold Winters
- Set the panel to 21 celsius about 6 hours before your intended use
- A rough guide is that 1 panel will increase the space temperature by 1 degree per hour
- Ensure that no materials/clothes/fabrics are above the heating panel
- The fan can be placed near the panel can help move warm air around the space
- Ensure you turn off the panel and/or yurt on exit or when finished warming
- If you are using heating panels, amp/audio gear and lighting it can pull a lot of power through the power boards, they may turn off. Simply press the board's reset switch to re-engage power.

Stove:

- This stove is from the 1930's and although renovated, it **can produce smoke inside** if not managed
- The basic steps in creating draw in the chimney to reduce smoke are:
 - Set intake to 9, fully open
 - Make a very hot paper based fire for 5 minutes, check that smoke is drawing up chimney
 - Add small timber and make a hot, consistent fire with the door slightly ajar
 - As soon as possible, close the door and ensure that smoke is being drawn out, not exiting the top of the stove
 - Use briquettes, as they burn cleanly and produce good heat
 - If you are not familiar with making a fire this way, do not use the fireplace.



Make a hot fire with paper.



Check to see that chimney is drawing smoke.



Shut all doors once a hot, consistent fire is going.



Fans will move warm air around the space.

Marketing Materials & Tips on Running a Successful Retreat

Welcoming

- Have a dedicated welcome person ready to receive, welcome, and DIRECT people (at the bottom of the hill) at least 30 mins prior to the official start time
- Have some light snacks and water/drinks available for people upon arrival whilst everyone lands and waits for first session
- Offer an orientation and safety session to allow people to understand where they are and what they can/can not do

Space Making

- Collect flowers from home, the site, on the way to brighten main spaces
- Gently scent spaces (and toilet) with candles / fragrance
- Warm / cool spaces before guests arrive and assign a temperature co-ordinator

Completing

- Allow time for a completion ritual
- Offer instructions on how to fully integrate experiences
- Role play how to rejoin the default world / friends / family
- Offer a grounding meal before people leave to assist them in safely exiting and driving

Photos / Marketing

- Leave time to collect testimonial videos at the end of retreats
- Utilise photos of Raven's Nest in your marketing -
https://drive.google.com/drive/folders/1rB-Q_mBXMPaRg2ky4KF04YIILi6qIUmq?usp=drive_link

Local Accommodation

- There are several options from Airbnb and local real estate agents to suit various needs:
- <https://www.venusbayshortstays.com.au/> < All available houses
- <https://www.airbnb.com.au/wishlists/> < Selected group houses
- <https://www.venusbayshortstays.com.au/listings/waters-edge/> < Walkable (2 doors down)

Caterers / Dining Room

- We can suggest a network of great caterers that have been here before and know the layout
- Please give us your food needs, numbers of guest and we can arrange an interview for you
- 2 trestle tables with table cloths are available to create additional dining area
- Up to 20 blue chairs are available, stored in the house workshop/shed
- For larger groups, above 10, you can move an additional dining table into the dining area and move the couches out to create more space. Please plan time to do this ahead of your retreat.

Local Services / Body Work

- Robyn (Massage, Shiatsu) - <https://www.elementalpathways.com.au/>

Local Food

- IGA Tarwin Lower is the most well stocked supermarket (10 minute drive)
- Venus Bay Store has essentials (5 minute drive)
- Venus Bay Cafe has decent coffee and cakes
- Venus Bay "Cavity" Restaurant, despite the name, has decent food
- There are Fish & Chips, Pizza and Ice Cream stores in Venus Bay as well

Honey Bees / Hives

- Throughout the year there are bee hives located near the exit of Gate #2
- Please do not disturb these hives, they are professionally cared for and the bees don't like visitors
- Camping near the hives is not permitted

Feedback (Post Retreat)

- Feedback from yourself and all participants is much appreciated.
- **Google reviews of up to 5 stars can be made here:**
<https://g.page/r/CRmcBajKOdXoEAI/review>
- Please share this link with your post-retreat integration email for participants to let us know of any improvements and/or perspectives on the space
- This is the live feedback form link: <https://tinyurl.com/ravensnestfeedback>
- Suggested wording to copy/paste into your communications:
 - **RETREAT SPACE FEEDBACK PLEASE** - Your feedback about the retreat space, Raven's Nest, is listened to and appreciated. They have setup a very quick feedback form to gather your perspectives and suggestions, please take a minute to inform them about your experiences here: <https://tinyurl.com/ravensnestfeedback>

Thank You

Well done for reading this manual and familiarising yourself with the property.

If you notice anything missing from this manual or have comments, please email hello@alexwhite.com.au, leave a comment on this document (right click, comment) or leave a note below (if reading the printed version).

Notes:

RESUSCITATION

In an emergency call triple zero (000) for an ambulance



D
Danger

Ensure the area is safe for yourself, others and the patient



R
Response

Check for Response:

- ask name
- squeeze shoulders

NO RESPONSE
send for help

RESPONSE
make comfortable, monitor response



S
Send for help

Call triple zero (000) for an ambulance

or ask another person to make the call



A
Airway

Check airway
Open mouth - look for foreign material

NO FOREIGN MATERIAL

- leave on back
- open airway by lifting chin

FOREIGN MATERIAL

- place in recovery position
- clear foreign material with finger



B
Breathing

Check for breathing: look, listen, feel

NOT NORMAL BREATHING
start CPR

NORMAL BREATHING

- place in recovery position
- monitor breathing



C
CPR 30:2

Start CPR
30 chest compressions : 2 breaths

continue CPR until help arrives or patient recovers



D
Defibrillation

Apply defibrillator

Turn on the defibrillator and follow voice prompts



YOUNG CHILDREN SHOULD BE SUPERVISED WHEN USING THIS SWIMMING POOL.

POOL GATES MUST BE KEPT CLOSED AT ALL TIMES.

KEEP ARTICLES, OBJECTS AND STRUCTURES AT LEAST 900MM CLEAR OF THE POOL FENCE AT ALL TIMES.

THIS INFORMATION IS NOT A SUBSTITUTE FOR FIRST AID TRAINING. FORMAL INSTRUCTION IS ESSENTIAL. © St John Ambulance Australia 2011

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