



EAGLE'S NEST

RETREAT CENTRE
GIDGEGANNUP
Western Australia

INFORMATION
AND
CONDITIONS OF USE

August 2016

Administration:
Catholic Pastoral Centre
40A Mary Street
HIGHGATE WA 6003
reception.cpc@perthcatholic.org.au

Eagle's Nest Retreat Centre

1406 O'Brien Road Gidgegannup
Western Australia 6083

Caretakers: **0437 411 087**

Email: eagles.nest@perthcatholic.org.au

Website: www.eaglesnest.org.au

ABN: 96 993 674 415
The Roman Catholic Archbishop of Perth
Eagle's Nest Retreat Centre

GENERAL INFORMATION AND ETHOS OF EAGLE'S NEST

EAGLE'S NEST is a formation and retreat centre wholly owned and operated by the Roman Catholic Archdiocese of Perth.

The Centre is located on O'Brien Road in Gidgegannup, off Toodyay Road, and backs onto Walyunga National Park. (See map on page 12) It occupies 17 hectares, mostly natural bush.

EAGLE'S NEST was established by the Catholic community for personal and spiritual formation. It is a facility set aside specifically for growth in faith and development of Christian values. As such, Eagle's Nest differs from other centres. It is not for private holiday or purely recreational hire, and all users are required to maintain the Christian ethos of the Centre in their conduct and activities.

EAGLE'S NEST is available primarily to Catholic youth organisations and movements, and to schools and parishes. It may also be made available to adult groups and youth groups from other denominations.

The following Conditions of Use apply with effect from August 2016 and are provided for your information. All users of Eagle's Nest are required to be familiar with, and to follow, these conditions.

1. FACILITIES (All of our electrical items have been tested and certified)

<u>Accommodation</u>	Maximum capacity 62 persons Sleeping areas 7 All sleeping areas have full toilet and bathroom facilities.
<u>Kitchen</u>	2 large refrigerators, 2 gas ovens, 11 burner gas stove, 1 microwave oven, electric urn, kettles, toasters, large bench and cupboard space, servery, crockery, cutlery and utensils
<i>Groups need to provide their own food and kitchen staff.</i>	
<u>Dining Room</u>	Furnished with tiled floor and valley views
<u>Conference Room</u>	11m x 11m, carpeted, with covered floor cushions. Accommodates a maximum of 85 persons. HDMI data projector (also includes mini/micro HDMI, VGA, RCA), TV, VCR, DVD
<u>Chapel</u>	A small prayer room is located near the Conference Room. Groups celebrating Mass need to provide their own Mass Kit, Vestments, Hosts and Wine.
<u>Outdoor</u>	Swimming pool, barbeque, all-weather sports court (marked for tennis and basketball)
<u>Parking</u>	19 bays plus overflow, long vehicle access
<u>First Aid</u>	Groups need to provide their own First Aid equipment, medications and administration of care. St John of God Midland Public Hospital is approximately a 25 minutes' drive from Eagle's Nest.
<u>Pets</u>	Pets are <u>not</u> permitted at Eagle's Nest under any circumstances.
<u>Cleaning Materials</u>	Provided in cleaning cupboard

2. BOOKING PROCEDURE

Contact the Catholic Pastoral Centre for enquiries on **(08) 9422 7900**.

All required documents will be sent to you.

These documents must be completed, signed and returned to the Catholic Pastoral Centre, with a \$450 booking fee, by the agreed date to confirm the booking.

Please submit the number of participants to the caretakers on departure. The final account will be sent to your group leader. Full payment is required within 14 days.

PLEASE NOTE the following fees and policies:

- 2.1 **Each group booking is subject to a minimum charge of \$450 per night.**
- 2.2 Where a group cancels within three (3) months of the first date to which their booking applies, their \$450.00 booking fee will not be refunded.
- 2.3 Departure time for all groups is **4.00 pm**.

3. RATES

The following fees apply to all groups:

- | | |
|--------------------------------|--|
| A) Groups 20 or below | \$28 per head per night for adults
\$24 per head per night for students |
| B) Groups 21-35 | \$26 per head per night for adults
\$22 per head per night for students |
| C) Groups 36 & Over | \$24 per head per night for adults
\$20 per head per night for students |
| D) Day visit only | \$15 per person |

* Student rates apply to school students and anyone enrolled in full-time tertiary studies at TAFE, university or seminary.

4. CHECKLIST

The group leader must telephone the Eagle's Nest caretakers **at least 48 hours** before arrival, to confirm details stated on the booking form (e.g. numbers attending, arrival time). Please leave a message if the phone is unattended.

BRING

- Food and kitchen items (tea towels, washing detergent and cloths, garbage bags)
- First Aid kit
- Sport equipment
- Mass kit
- Pillowcase, towel, bedding (sheets, sleeping bag, blankets)

DO NOT BRING

- Alcohol (except with prior written permission of administration)
- Non pharmaceutical drugs including tobacco products
- Firearms
- Pets
- Electric heating appliances (no heaters, rice cookers, kettles, toasters)
- Candles, matches, lighters, ignition sources, incense, mosquito coils, sparklers
- Excessive packaging

5. PATRONS USING THE SWIMMING POOL

- 5.1 Under the State Department of Health *Code of Practice*, the swimming pool is a Group Three facility that does not provide a lifeguard service.
- 5.2 It is essential that anyone using the Swimming Pool at Eagle's Nest be aware they do so at their own risk.
- 5.3 Group leaders are responsible to ensure that the pool is only used when a person with the required lifeguard and first aid qualifications is physically present and actively supervising.
- 5.4 The lifeguard must hold a current qualification in at least one of the following approved training programs:
- National unit of competency: 'SRC AQU 003B Respond to an aquatic emergency using basic water rescue techniques' or equivalent, or higher level national unit of competency for aquatic rescue
 - Performance criteria of Guideline PR 01.12 – Patron Rescue Accreditation for Group 3 Pools - 2008 from the Pool Safety Guidelines or equivalent
 - Bronze Medallion Award [Section 6.2.5.1 amended 9 September 2009].

State Department of Health Training & Qualifications:

http://www.public.health.wa.gov.au/cproot/2015/2/Section_6_-_Qualification_Requirements_for_Aquatic_Facility_Operators,_Supervisors_and_Emergency_Care_Personnel.pdf

- 5.5 The swimming pool is maintained and tested regularly to ensure it meets the required Health Regulations. Please use the pool in accordance with signage. The Archdiocese of Perth accepts no liability where patrons do not comply with conditions of use and signage.

6. ON ARRIVAL

- 6.1 Please ensure that all vehicles are parked in the parking bays and securely locked.
- 6.2 On arrival the caretakers will conduct a short briefing session with the group leader on conditions of use of the premises and Fire Safety Instructions.
- 6.3 All communications between caretakers and the group will be directed through the group leader.
- 6.4 An accurate Sleeping Plan for Dormitories is to be kept in the indicated receptacle.
- 6.5 The caretakers are to be informed of any times where the whole group may be leaving the Centre.

7. ALL GROUPS ARE REQUIRED TO OBSERVE THE FOLLOWING REGULATIONS

- 7.1 The area beneath the pool decking, the slopes leading down to the dam, the caretakers' shed and residence, and any areas marked 'Private', are strictly out of bounds.
- 7.2 All external lights are to be turned off during daylight hours.
- 7.3 No local flora, including trees, shrubs, grass-trees and wildflowers are to be collected, decorated, picked, removed or otherwise damaged. Animals are not to be fed.
- 7.4 Damage or losses are to be reported to the caretakers immediately. Cost of repairs or replacements for deliberate/wilful damage or loss may be borne by the group responsible.
- 7.5 Contact the caretakers if experiencing difficulties with equipment.
- 7.6 Conserve water.
- 7.7 Water for drinking, cooking, teeth-brushing, etc. is available from the labelled taps - one in the kitchen and the other outside the Conference Room. Do not use water from any other taps for these purposes.
- 7.8 Recyclables are to be placed in the labelled bins provided.

DORMITORIES

- 7.9 No food or drink is to be consumed in the dormitories.
- 7.10 Mattresses and pillows are not to be removed for any reason. Pillows are to be used **ONLY** with pillowcases.
- 7.11 **DO NOT** move the beds.
- 7.12 Patrons are to sleep only in the beds provided.
- 7.13 Each bed is to accommodate only one person.
- 7.14 The Aviary and the House Dormitory sleeping areas are only available to staff.
- 7.15 Toilets and bathrooms are to be cleaned **DAILY**.

CONFERENCE ROOM

- 7.16 No food or drink is to be consumed in the Conference Room.
- 7.17 Pillows are not to be taken into the Conference Room.
- 7.18 No sleeping in the Conference Room.
- 7.19 The piano is available for use by musicians only.
- 7.20 Consult with caretakers before using the wood stove. Where use is permitted, wood will be provided.
- 7.21 Any notices or other materials fixed to walls must be removed without damage or residue. Avoid tape or BluTac™ on painted surfaces.
- 7.22 Ball games and similar activities are not permitted in or around buildings, including the Conference Room.

KITCHEN & DINING AREAS

- 7.23 Pillows are not to be taken into the Kitchen & Dining Areas.
- 7.24 No sleeping in the Kitchen & Dining Areas.
- 7.25 Health Department regulations apply to the preparation and storage of food.
- 7.26 The provided insect mesh at windows and doors is to be kept closed.
- 7.27 All cutlery, crockery and utensils are to be washed thoroughly and returned to storage after each meal.
- 7.28 The floors are to be kept clean at all times.

OUTDOORS

- 7.29 All litter is to be placed in labelled bins.
- 7.30 No furniture or other articles which may damage the playing surface is to be taken onto the sports court.
- 7.31 Obtain key from caretakers to use the barbeque.
- 7.32 Group leaders are responsible for ensuring that neighbours' security and privacy is respected at all times by ensuring all patrons do not cross fences or approach assets e.g. dams, sheds, dwellings.
- 7.33 Patrons are welcome to explore the bush immediately surrounding the buildings, but any further bush-walking must be guided by the caretakers (by appointment). Self-guided walks are available across the road in the Walyunga National Park.

8. BEFORE YOU DEPART

- 8.1 Patrons are responsible for the final clean-up of the premises before departure.
- 8.2 An itemised cleaning checklist is to be completed. Cleaning materials will be provided.
- 8.3 On completion of the checklist, notify the caretakers.
- 8.4 Using the completed checklist, the caretakers will conduct a final inspection of the premises with the group leader before departure.
- 8.5 ***If you do not leave the premises in a clean and tidy state you will be charged a supplementary cleaning fee at commercial rates.***

9. SUGGESTIONS WELCOME

Thank you for choosing to stay at Eagle's Nest. The caretakers welcome your comments and suggestions for the ongoing improvement of the Centre.

We pray you have a safe journey home and that your experience was meaningful.



