



Old Gympie Road, Dakabin 4503
Ph: 07 3204 6544 Fax: 07 3886 1701
Manager: Steve Plahn

Thank you for your enquiry regarding Watson Park Convention Centre. We are pleased to supply this information to assist you in your accommodation and catering needs. Please take your time to read through this pack.

ACCOMMODATION OPTIONS:

- Nineteen carpeted rooms with bunk beds and en-suite, each room sleeping six, totaling 114 beds.
- A Further 33 carpeted rooms with bunk beds, close to modern toilet facilities, sleeping four, totaling 132 beds.
- Family friendly rooms featuring a queen bed and two bunk beds. A total of five rooms. (An additional 5 rooms are available on request.)

DINING ROOM OPTIONS:

- A carpeted dining room seating 250.
- A smaller dining/meeting room seating approx 50.

ASSEMBLY HALL OPTIONS:

- Main Hall, wooden floor, with seating for up to 600 people.
- Three smaller halls (1,3 and 4), carpeted, with a seating capacity of approx 100 in each.

ITEMS AVAILABLE FOR USE:

- TV, Video and DVD Player
- Small PA system, OHP and Screen
- Keyboard
- Pool/Sports Field - Please check with management for availability

WATSON PARK CATERING: Watson Park is a fully catered facility offering healthy and varied menu options; we also have an extensive

vegetarian menu and can cater for the more specialized diets on request. (Special diets - Gluten free, Vegan and Extra Special. An extra 10% will be added to the cost of these meals when ordered.)

BOOKINGS:

Telephone bookings can only be held for two (2) weeks due to demand, however, a completed application and deposit of \$600.00 will hold your booking for your chosen date. For additional information on costs please see the Fees and Charges Schedule attached to this document.

CLEANING:

Watson Park likes to give your group "care for yourself" options to minimise the cost of your stay - if you wish your group can be involved in all cleaning, meal serving and washing up. Full cleaning of the facility including washing up by Watson Park is available on request. Please see the Fees and Charges Schedule for costing. (IMPORTANT: Closed in shoes are required when assisting with serving of meals and washing up.)

ARRIVAL AND DEPARTURE TIMES:

Arrival and departure times are subject to other bookings. Please ask Management at the time of your booking. A code for access through the main gate and boom gate will be generated for your group's security and will only work for the duration of your booking.

MINIMUM NUMBERS:

- A minimum number of 50 people per night, including meals
- Weekends: A minimum of 2 nights incl. a minimum of 4 main meals
- Easter/Long Weekend:- a minimum of 3 nights with the minimum number of 75 people per night, including a minimum of 8 main meals



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GENERAL CONDITIONS OF HIRE

ON ARRIVAL:

The Leader (or pre-arranged representative) will contact a Watson Park representative at the Managers Office. They will explain the operation of the camp facilities and receive from you a list of your participant's room allocation sheet for safety and emergency management purposes prior to taking up occupancy.

EACH PERSON IN YOUR GROUP WILL NEED TO BRING:

Pillow, pillowcase, sheets, blankets and/or sleeping bag, and own personal items. If small children are part of the group a plastic mattress cover must cover the mattress. A limited number of bed linen/pillows can be provided at a cost of \$12.00 per person.

WATSON PARK PROVIDES:

Crockery and cutlery, toilet rolls, paper hand towels, garbage bags, and cleaning supplies and equipment for final cleaning.

CARING FOR WATSON PARK:

- Camping area/rooms monitored by the group leader.
- Dining hall to be vacuumed after each meal*.
- Washing up area to be cleaned after each meal*.
- All rubbish to be placed in bins provided. Wheelie bins to be emptied into industrial bins behind the kitchen. Please use bin liners
*depending on involvement option selected

BEFORE DEPARTURE:

- All rooms used including halls to be cleaned using equipment provided.
- Dining room fridges to be cleaned and to be left empty.

- Toilet block to be cleaned.
- Verandahs, ovals and pathways to be left clean and free of rubbish.
- Rubbish bins to be emptied and relined (or returned to the side of the kitchen.)

IMPORTANT: The leader has read and understood to liability clause in the fees and charges schedule.

REGULATIONS TO BE STRICTLY ADHERED TO

- No smoking, No alcohol, No drugs permitted on the premises.
- No chewing gum
- No ball games inside the buildings
- No candles
- No Pets
- Keep to the steps and paths around the buildings. (rather than through the gardens) No plant, animal life to be destroyed.
- We operate a septic system. Please do not put foreign matter down the toilets
- Do not place the mattress or pillows on the floor.
- Do not place posters or signs on any painted surfaces, blu-tac or otherwise.
- Please ensure all motorists follow the road rules. Observe speed limits, one-ways and no entry for the safety of your group.
- Familiarise campers of the rules and ensure adequate supervision at all times and all loud noise must cease by midnight.
- Fire extinguishers are for fires. Inappropriate use will incur a fee of \$250.
- No graffiti whatsoever. Infringement will incur a fine of \$600.
- A fee will be charged for any unit, hall or outdoor area that fails to meet our cleaning requirements.
- Any damage/breakage will incur a replacement cost.



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LEADERS INSTRUCTION SHEET

Welcome to Watson Park Convention Centre. Thank you for choosing our Centre for your time together. Our concern is for your comfort and happiness while you stay as guests at our Convention Centre. Please take your time to read through these recommendations to assist you in your capacity as group leader.

SUPERVISION:

Adequate supervision of guests at all times is most essential and should include the following areas:

- Supervision during sleeping hours to ensure adequate rest by campers and those rooms are not defaced or damaged.
- Supervision during meals.
- Organisation of groups for duties and supervision of those duties to meet the requirement of management. A minimum of 2 adults to help in the supervision of serving of meals and washing of dishes.*
- Supervision of group activities away from the Convention Centre to ensure that the environment (particularly the flora and fauna) is protected and that private property is not trespassed upon.

*depending on involvement options selected

ON ARRIVAL THE GROUP LEADER SHALL:

Make contact with the manager or his assistant at the Managers Office. They will:

- Give the leader the group keys. Any individual room keys handed out and not returned will cost \$50 per key.
- Explain the rules for operating the centers facilities.
- Explain the rules and conditions of hire.
- Request that all vehicles be parked in an orderly manner, nose in, opposite the buildings.

DAILY:

The group leader should make an inspection of the buildings and surrounding areas and ensure:

- Dining room floor is vacuumed after each meal and is kept tidy.
- Mattresses are used for sleeping purposes only and are not taken out of the units.
- Rooms are neat and tidy.
- No sticky tape, blu-tac etc on any walls.
- Furniture has not been removed from any rooms or meeting halls, unless prior arrangements have been made with management.
- All rubbish bins are lined and bins emptied regularly into large industrial bins at rear of kitchen.
- During inclement weather dirty footwear is to be removed before going inside rooms and halls.

BEFORE LEAVING:

The group leader must see that the group has:

- Placed all rubbish in the industrial bins behind the kitchen.
- Cleaned and stacked away all crockery and cutlery.
- Vacuumed and adequately cleaned all units.
- Swept and washed all tiled surfaces and vacuumed all carpeted areas.
- Taken away all perishable goods and cleaned the Dining Hall fridge.
- Left toilet blocks clean and tidy.
- Ensure all lights, fans, and air conditioners are turned off.
- Returned all keys to the Manager or his representative.



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FEES & CHARGES SCHEDULE for 1 JANUARY 2020 to 31 DECEMBER 2020

The fees to hire "Watson Park" are as follows (All prices include GST of 10%):

GROUPS:

- Groups (minimum of 50) \$ 25.00 per person, per night
- Day Visitors \$ 5.25 per person
- Air Conditioner use \$ 16.50 per unit per hour
- Linen Hire[#] \$ 12.00 per person per week or part thereof

Watson Park operates on a "care for yourself" basis - which means all cleaning is done by the group hiring the facility. Cleaning of the facility is available on request at the following prices -

- Ensuted rooms \$ 22.00 per room
- Basic rooms \$ 16.50 per room
- Halls \$ 60.00 per hour
- Dining Hall \$ 44.00 per meal
- Washing up (per meal)
 - \$ 80.00 - up to 100 people
 - \$ 120.00 - 100 to 150 people
 - \$ 150.00 - 150 to 200 people
 - \$ 200.00 - over 200 people
 - \$ 35.00 - after snacks

Motel rooms, caravan and camping sites are available for group hire. Requests must be made at the time of booking. Costs are as follows -

- **Serviced Motel Units**
 - With Kitchen
 - Couples retreat \$ 110.00 per night
 - Family rooms \$130.00 per night (sleeps up to 4 people)
 - Without Kitchen
 - Family rooms \$ 120.00 per night
 - Bunk rooms \$ 110.00 per night (both sleep up to 4 people)
- **Caravan Sites**
 - Up to 2 Persons \$ 25.00 per night
 - Additional person \$ 4.00 per night
- **Camping Sites**
 - Per person \$12 per night

Notes:

- Children under 5 years accommodation free.
- A deposit of \$600 is required to confirm bookings.
- [#]Limited amount of Linen Available - please enquire at time of booking.
- Late departures can be arranged subject to other booking requirements.
- Members of the South QLD Conference of Seventh-Day Adventists receive a 10% discount - Motel units only

Liability:

The Hirer must ensure it has adequate public liability insurance cover with respect to the loss of or damage to property and for personal injury to any member of their group. The Hirer shall indemnify the Seventh-day Adventist Church (South Queensland Conference) Ltd against any loss of or damage to property and claims by any person against the Seventh-day Adventist Church (South Queensland Conference) Ltd in respect of bodily injury, personal injury or death or loss of or damage to any property, arising out of or in connection with the Hirer's use of the facilities, providing always that the Hirer's liability to indemnify the Seventh-day Adventist Church (South Queensland Conference) Ltd shall be reduced proportionally to the extent that the act or omission of the Seventh-Day Adventist Church (South Queensland Conference) Ltd, its employees or agents may have contributed to the loss, damage, death or injury.



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