



Chillagoe Guesthouse

Historic Post Office Building - 1906

The original Chillagoe Post Office for many years was occupied as a private residence. Extensively renovated in recent times it now offers 6 comfortable air conditioned motel style rooms as a Guesthouse.

Convenient off street parking and centrally located in town.
2.5 hours from Cairns along the “Wheelbarrow Way” Tourist drive

Bookings 0408 515 267 (07) 4222 1600

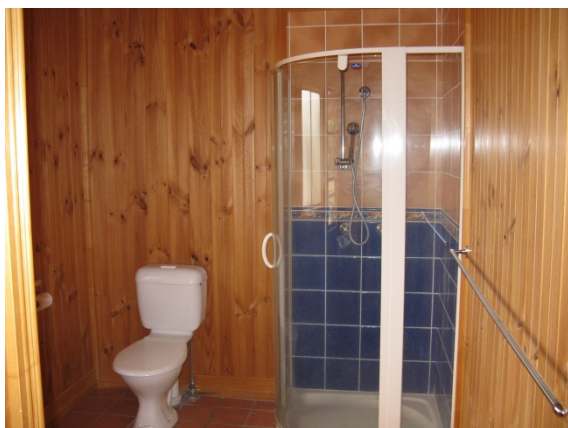


AGENT MANUAL 2014/15

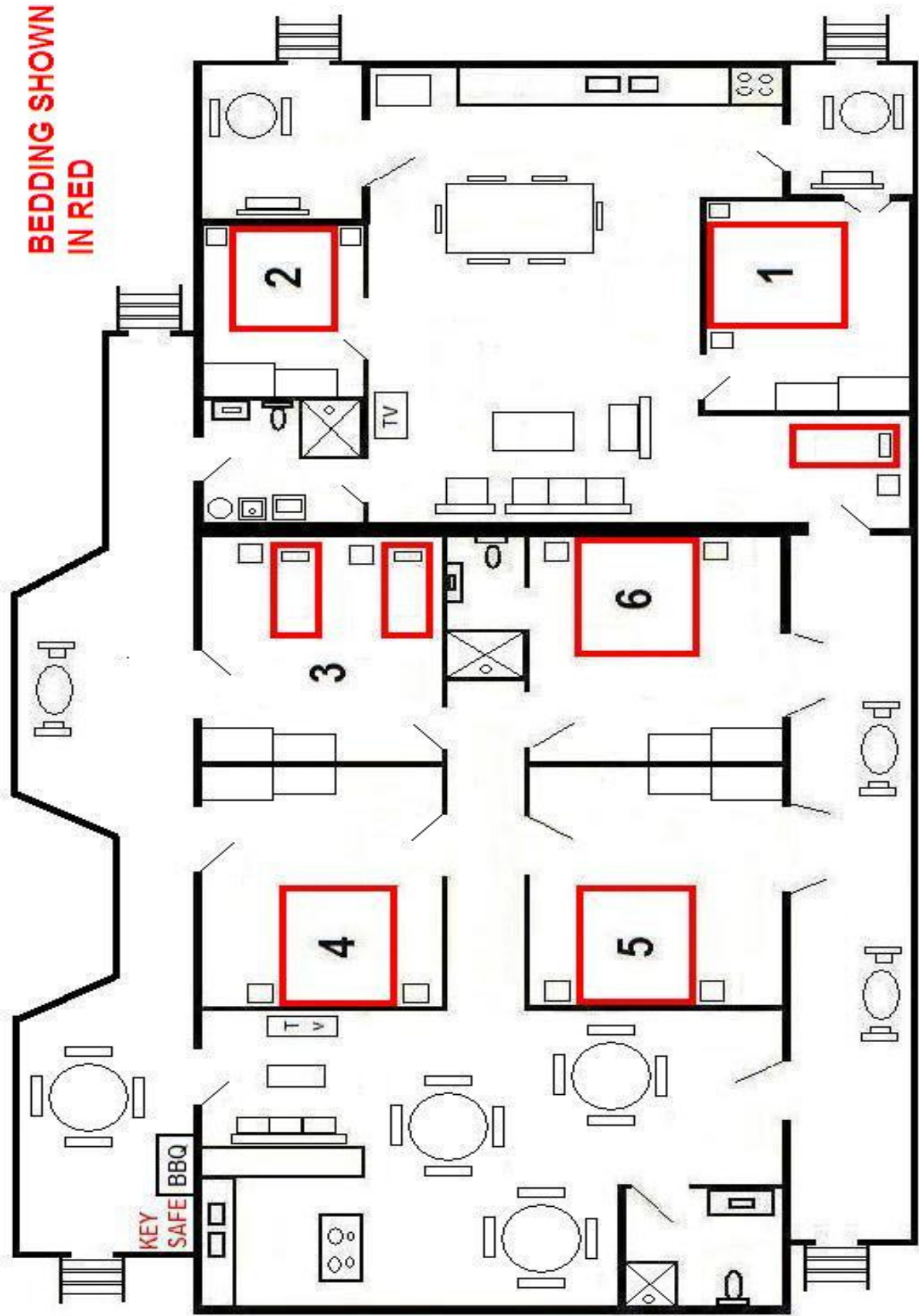
FRONT OF BUILDING - ROOMS 1 & 2



REAR OF BUILDING - ROOMS 3, 4, 5 & 6



**BEDDING SHOWN
IN RED**



ROOM RATES 2/12/2013

CHILL & GOE GUESTHOUSE - (07) 4222 1600

[illegible]

AGENTS QUICK REFERENCE

- 1/. We have a 28hr cancellation policy with full refund (no charge to you provided notice is given before 10am on day prior arrival)
- 2/. Generally there is no one in attendance, a 4 digit access code is provided to gain entry. There are unique codes for each room so once you are given these, there should be no issues.
- 3/. A generous continental breakfast is provided at check-in only, however there is generally enough for 2 persons for 2 days.
- 4/. We have an internal telephone that guests can call for assistance 24hrs per day by dialling 7# on the house phone.
- 5/. Free Internet WIFI and Computer are provided for business use.
- 6/. We can accommodate groups up to 13 people with our UNIT configuration of 1, 2, 4 or 6 rooms.
Note there are 2 kitchens and 2 Lounge areas, the building is split and can accommodate 2 smaller groups with privacy.
- 7/. We are best suited for couples or families.
There are 5 Queen beds and 3 single beds.
- 8/. All rooms are air conditioned with quiet split systems.
- 9/. Each room is sold for a maximum of 2 people – no reduction if only person in a room.
- 10/. Our 24 Hour Booking Telephone number is **(07) 4222 1600**
this number diverts directly to the managers mobile at all times.

Please refer to our website which has all the above and more in detail.

The Agent is authorized to collect the full amount from the guest (s)
Availability must be confirmed via telephone, please provide voucher number

A Tax Invoice will be issued to Agent less \$20 per room per night. Prices include GST.

Cancellation - Full Refund or no charge to Agent if 28 Hrs cancellation notice is given.

ACCESS CODES are required to gain entry

CODES will be provided in separate email as required

WELCOME TO YOUR ROOM

CHECK OUT TIME - 10.00AM

You will find your continental breakfast in the kitchen, it is complimentary at check-in and not replenished during your stay.
The bottled water on the desk is complimentary.

The Blanket Box is for you to place your travel bag on top, extra pillows and blankets for the odd cool night will be found inside.

We do not service the rooms daily, for extended stays you can request a change of linen and towels on the fifth night, dial housekeeping **5#** to request.

Late check-out needs to be requested the evening prior to your departure, contact reception by dialing **7#** on the house phone and we will try our best to arrange.

TAP WATER

The water in the taps is treated Town Water and is suitable for drinking; however it has a high concentration of lime which easily deposits onto water fixtures and appliances. There is complimentary bottled drinking water in your room should you prefer it. The Pillar Tap at the Kitchen sink dispenses Rainwater; use it for the kettle & cooking. Health authorities advise that you boil the water before drinking it.

BATHROOM

Please keep your towels in your room whilst our guest, when leaving you can leave them hanging in your room or drop them in the wash basket in the bathroom. Bath Mats, Hand Towels and Face Washers are in the bathroom. A hair dryer is located under the vanity in each of the shared bathrooms.

KITCHEN

You will find all you need to prepare your complimentary breakfast in the cupboards. The kitchen fridge is provided for your convenience. Upon vacating please leave the dishes (rinsed) on the sink, we will wash and put them away for our next guests. Sweeping broom is next to fridge in rear kitchen.

AIR CONDITIONING

The Split System has been set to an ideal 24 degrees in the cooling mode.

All you need to do is switch on or off (I/O) as required.

If not cooling, check the mode is set to cool (snow flake in top corner of display) then turn OFF and wait at least 3 minutes before switching on again with the (I/O) button

TELEPHONE

There are two in house telephones located in the front & rear lounge rooms.

Please feel free to make local calls, contacting reception and receiving calls.

The number is **(07) 4094 7029** or **+61 7 4094 7029** international.

If someone calls you back, please note that the telephone will ring in both lounge rooms and someone else may answer it.

INTERNET

Free wireless internet is available.

The connection is called **ChillagoeGuesthouse** and the password is **guest011**

A free in house computer is located in the rear Lounge, guests staying in rooms 1 or 2 can access with a key that is on your room key ring.

Please lock the lounge behind you.

DINING OUT

There are a number of food venues around town:-

2 Hotels, Take Away Shop, Licensed Restaurant, Grocery Store and a Food Van.

There are menus inserted in the physical room directories for your convenience.

You can book ahead or place your orders on the landline telephone.

Please take your room torch with you if you may return after dark.

LAUNDRY

There are 2 wash machines for your convenience, one in the front bathroom and the other on the rear breakfast deck. Complimentary wash powder is provided.

The ironing board is located in the bathroom and the iron is under the laundry trough for guests in rooms 1 & 2

For guests in rooms 3, 4, 5 & 6, the ironing board is beside the refrigerator and the iron is under the vanity sink in the bathroom.

SMOKING & PETS

The entire building is non smoking; you may smoke on the deck where ash trays are provided. If you need to empty the ash tray please use the outside wheelie bin near the gas bottles, not the kitchen tidy. Sorry, pets NOT allowed.

CAR PARKING

Access is via Cathedral Street, your room key operates the padlock (if it is locked). The Queen Street gates (opposite pub) cannot be opened with your key. Please keep the padlock closed to prevent it going missing.

EMERGENCY

In the event of an emergency, if safe please notify other guests and vacate the building via the nearest exit
There are torches (emergency use only), located in the kitchen overhead cupboards in the event of a power outage.
Candles must NOT be used under any circumstances.

CHECKING OUT 10AM - VACATING YOUR ROOM

Thank you for staying with us, you should vacate your room by **10am** unless prior arrangement has been made with reception by dialing 7# on the in house phone. Please ensure all Fans, Air Conditioners and Lights are **OFF**
Please lock all the doors behind you and deposit your keys in the "Key Return Box"

BARBEQUE OPERATION

Please use care and caution when lighting the BBQ.
Ensure you hold a flame close to a burner before turning the gas knob on.
Once a burner is lit, you can cross light each next one closest to a lit burner.
Wait 15-20 minutes to heat the plate to cooking temperature with all 3 burners on.
Once hot, for medium heat you can turn the right burner off and use as a "warm area"
The BBQ utensils and gas igniter are found in the lower kitchen drawer.
This is a complimentary BBQ, Please scrape clean the cook top when finished.
Ensure to turn OFF the main gas Cock on the wall below when not in use.

CHILLAGOE 4871

Attractions - Self Drive

- (01) Balancing Rock
- (04) Cemetery
- (06) Donna & Trezkin Caves
- (14) Royal Arch Cave
- (12) State Copper Smelter
- (08) Mungana Aboriginal Paintings
- (09) Mungana Archways (Caves)

Accommodation

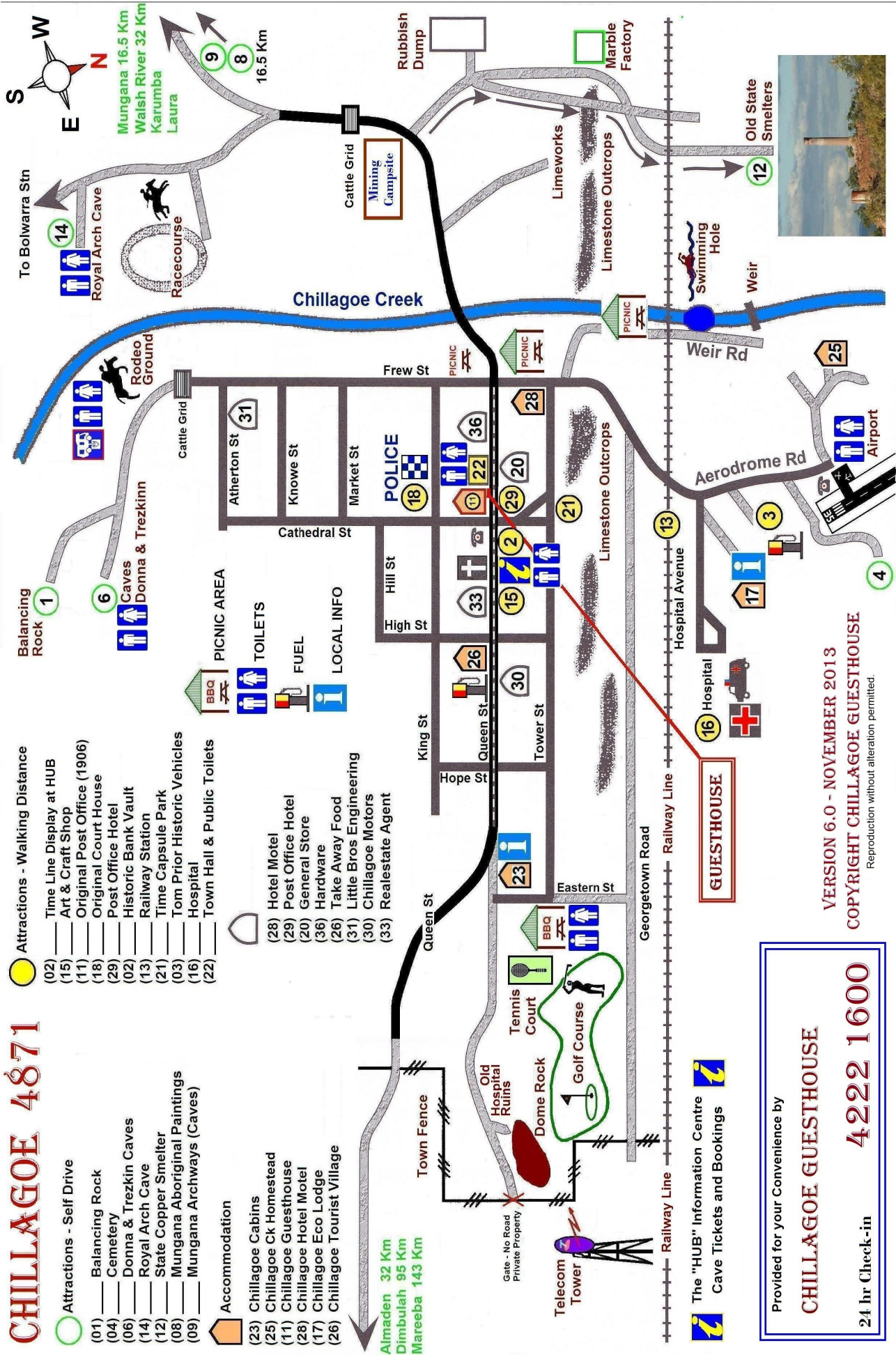
- (23) Chillagoe Cabins
- (25) Chillagoe Ck Homestead
- (11) Chillagoe Guesthouse
- (28) Chillagoe Hotel Motel
- (17) Chillagoe Eco Lodge
- (26) Chillagoe Tourist Village

Attractions - Walking Distance

- (02) Time Line Display at HUB
- (15) Art & Craft Shop
- (11) Original Post Office (1906)
- (18) Original Court House
- (29) Post Office Hotel
- (02) Historic Bank Vault
- (13) Railway Station
- (21) Time Capsule Park
- (03) Tom Prior Historic Vehicles
- (16) Hospital
- (22) Town Hall & Public Toilets

Local Info

- (28) Hotel Motel
- (29) Post Office Hotel
- (20) General Store
- (36) Hardware
- (26) Take Away Food
- (31) Little Bros Engineering
- (30) Chillagoe Motors
- (33) Real Estate Agent



The "HUB" Information Centre
Cave Tickets and Bookings

Provided for your Convenience by

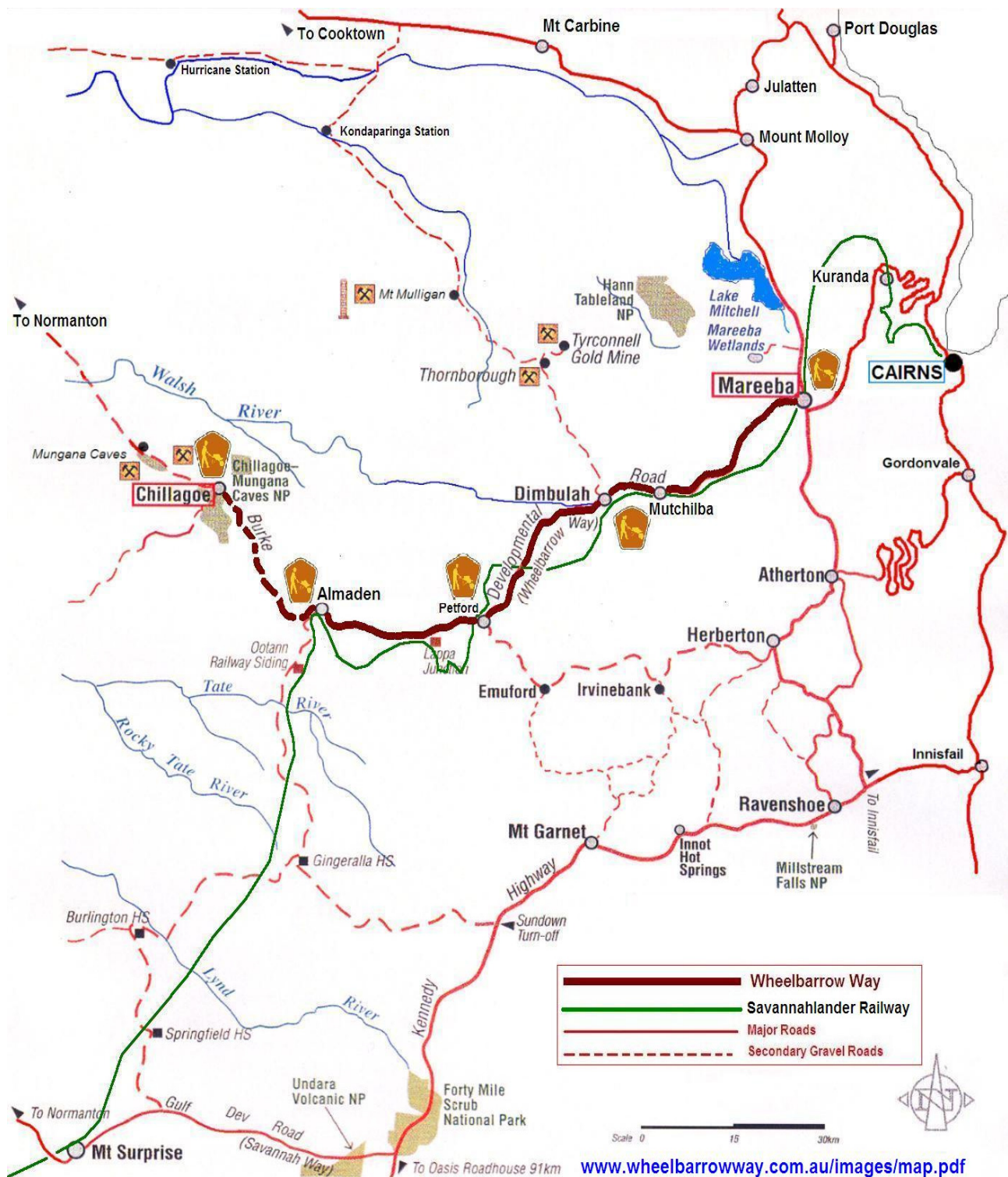
CHILLAGOE GUESTHOUSE

24 hr Check-in

4222 1600

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Chillagoe Guesthouse
Manager (Direct) 0408 515 267
Reception (07) 4222 1600