

GUEST ARRIVAL INFORMATION

Updated November 2023

CAR PARKING

Main vehicle entrance is opposite the Hotel in Queen Street near the Neon sign.
You may park anywhere you wish on the lawn.
It is advisable to keep the gates closed to prevent wandering animals from entering.

CHECK-IN AND RECEPTION

CHECK – IN 2:00pm CHECK – OUT 10:00am

The four-digit Key-Code(s) on your Confirmation-Tax Invoice are required to gain access as normally there are no staff present.

Please make sure you have them with you.

Key Safes are located next to the Barbecue on the rear Veranda.
To open safe, slide down the black cover flap on your room number, rotate to numbers to coincide with your code provided and then pull down on the small lever to open.
(See picture of location on next page)



GENERAL INFORMATION

EMERGENCY

In the event of an emergency, if safe to do so, please notify other guests and vacate the building via the nearest exit.

Due to risk of fire, candles must NOT be used under any circumstances.

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.

The Pillar Tap at the Kitchen sink dispenses Rainwater for the Kettle, Ironing & Cooking. Health authorities advise that you must boil the Rainwater before consumption.

KITCHEN

You will find all you need to prepare meals in cupboards and drawers.

The kitchen fridge may be turned **OFF** upon your arrival.

If so, turn it **ON** at switch nearby which has a **green** indicator light.

Sweeping broom for rear unit is beside the fridge.

Sweeping broom for front unit is next to Hot Water Service in bathroom.

WASTE DISPOSAL

Removal and disposal of rubbish is the responsibility of the hirer/occupant.

Wheelie Bins are provided for your temporary storage and **must be emptied regularly** by the occupants to ensure unpleasant odors do not emit from the bins.

Bin locations are detailed in room directory.

All waste is to be disposed of at the Chillagoe waste transfer station at a cost to the hirer.

AIR CONDITIONING

Turn on by inserting your room key in the wall switch and turning to the right (clockwise).

The key CANNOT be removed whilst the air conditioning is turned ON.

The temperature is preset at 23 degrees, fan speed is auto and cannot be altered.

The ceiling fan is disabled whilst the Air Conditioning is switched on.

To operate ceiling fan, turn OFF the Air Conditioning and set speed on fan control.

INTERNET

Complimentary WIFI is currently not available.

Please note: only Telstra mobile network is available in Chillagoe.

LIGHTING & ENERGY CONSERVATION CONTROL

The Porch lights will come on automatically at sunset and remain on until 10pm.

Lights, Fans & Air Conditioners in common areas are controlled by motion sensors.

Detailed explanation is further in this document.

LAUNDRY

For Guests in the front unit rooms 1 & 2 the washing machine is in your bathroom.

However, for washing linen, **please use the larger communal wash machine** located on the breakfast deck.

For guests in the rear unit rooms 3, 4, 5 & 6, there is a communal washing machine on the breakfast deck.

If you have no water filling washing machine:-

Check that the cold tap is **on** and that **cold water temperature** is selected.

BARBEQUE OPERATION

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.

It will take 15-20 minutes to heat the plate to cooking temperature with both burners on.

Once hot, for normal heat, reduce flame or turn off one of the burners.

The BBQ utensils and gas igniter are found in the lower kitchen drawer in each kitchen.

This is a complimentary BBQ, please scrape clean the cook top when finished.

Ensure to turn OFF the main Gas Cock on the wall to the right of BBQ when not in use.

SMOKING & PETS

The entire building is **NO smoking**; you may smoke on the deck where ash trays are provided. Please do not throw butts over the railing onto the grass as tempting as it may be.

If you need to empty the ash tray please use the outside wheelie bin, not the kitchen tidy.

Sorry, pets strictly NOT allowed under any circumstances.

CHECKING OUT 10AM - VACATING YOUR ROOM

Thank you for staying with us, you should vacate your room by **10am**.

Please ensure all Fans, Air Conditioners and Lights are **OFF**

A list of your obligations on day of check-out is found on page 15 of room directory.

Please turn OFF all fans and lighting, close all windows and lock all the doors behind you.

Keys are to be returned to the "Key Return Box" next to where you retrieved the keys.

Automated Energy Conservation Control

AIR CONDITIONING in Bedrooms

Key operated switches are next to light switch, key cannot be removed in ON position

Air Conditioner Fan & Temperature is preset at 23 degrees.

It is not possible to operate both Air Conditioner & Fan at the same time.

AIR CONDITIONING in Rear Lounge/Kitchen (servicing rooms 3, 4, 5 & 6)

Activate at the wall switch which has a red indicator light located near kitchen tables.

The temperature is preset at 23 degrees & Fan Auto.

The Air Conditioner will turn off automatically after 20 minutes of non-activity, to resume cooling, re-activate upon return by pressing the reset switch.

Air Conditioner has a delay of 2 minutes before cooling commences.

External glass doors must be CLOSED whilst in operation.

FAN operation in Bedrooms

Controlled from wall switch near light switch, Fans are disabled when air conditioning is ON

It is not possible to operate both Air Conditioner & Fan at the same time

FANS in Front Lounge/Kitchen (servicing rooms 1&2)

Wall switches control ceiling fans, fans will auto turn off after 20 minutes elapsed time of non-activity. The fans will restart when the lounge is re-entered.

FANS in Rear Lounge (servicing rooms 3, 4, 5 & 6)

Controlled from wall switches, Fans are disabled when air conditioning is ON

It is not possible to operate both Air Conditioner & Fans at the same time.

PORCH LIGHTS & Breakfast Table Fluorescent

On at dusk until 10 pm, if motion is detected in BBQ area, they will remain on for a further 20 minutes.

BARBEQUE Hotplate Spotlights

Switch to the right of BBQ up high, they will only operate whilst the porch lights are on

LIGHTS - Yard Floodlights

Automatically ON for 3 minutes when motion is detected and cannot be disabled.

Terms & Conditions of Hire

Housekeeping : We **do not** provide any housekeeping or laundering during your entire stay. Cleaning aids will be made available for the occupants to keep the premises generally clean indoors.

Laundering of Linen : Regular changing and washing of linen is the responsibility of hirer/occupant. Each bed is provided with a spare set of linen and spare towel located in the bedside drawers. The communal washing machine next to the BBQ is to be used for larger loads.

Waste Disposal : Removal and disposal of rubbish is the responsibility of the hirer/occupant. Wheelie Bins are provided for your temporary storage and **must be emptied regularly** to ensure unpleasant odors do not emit from the bins. **Bin locations are detailed in the room directory.** The waste is to be disposed at the Chillagoe waste transfer station at a cost to the hirer. The bins & refrigerators must be emptied upon vacating otherwise a \$100 additional clearing charge will apply.

Airconditioning : **Strictly all air conditioning must be turned off when leaving the property.** Note: Leaving keys in rooms to enable air conditioner operation whilst the occupant is away from the property will not be tolerated. **No smoking indoors and no pets allowed.**

Consumables : A limited amount of toilet paper, laundry powder, dishwashing liquid is provided at check-in, thereafter, supply of these and any other consumable items is the responsibility of the hirer/occupant.

Loss or Non-Return of Keys : In this eventuality, the hirer agrees to cover all costs associated with replacement.

Damage to Property : We will not seek reimbursement for breakages of a minor nature, however, in the event of damage or loss occurring to the contents, house or garden that necessitates repair, replacement or additional cleaning, you agree to cover the costs to rectify the situation.

We reserve the right to terminate your stay :

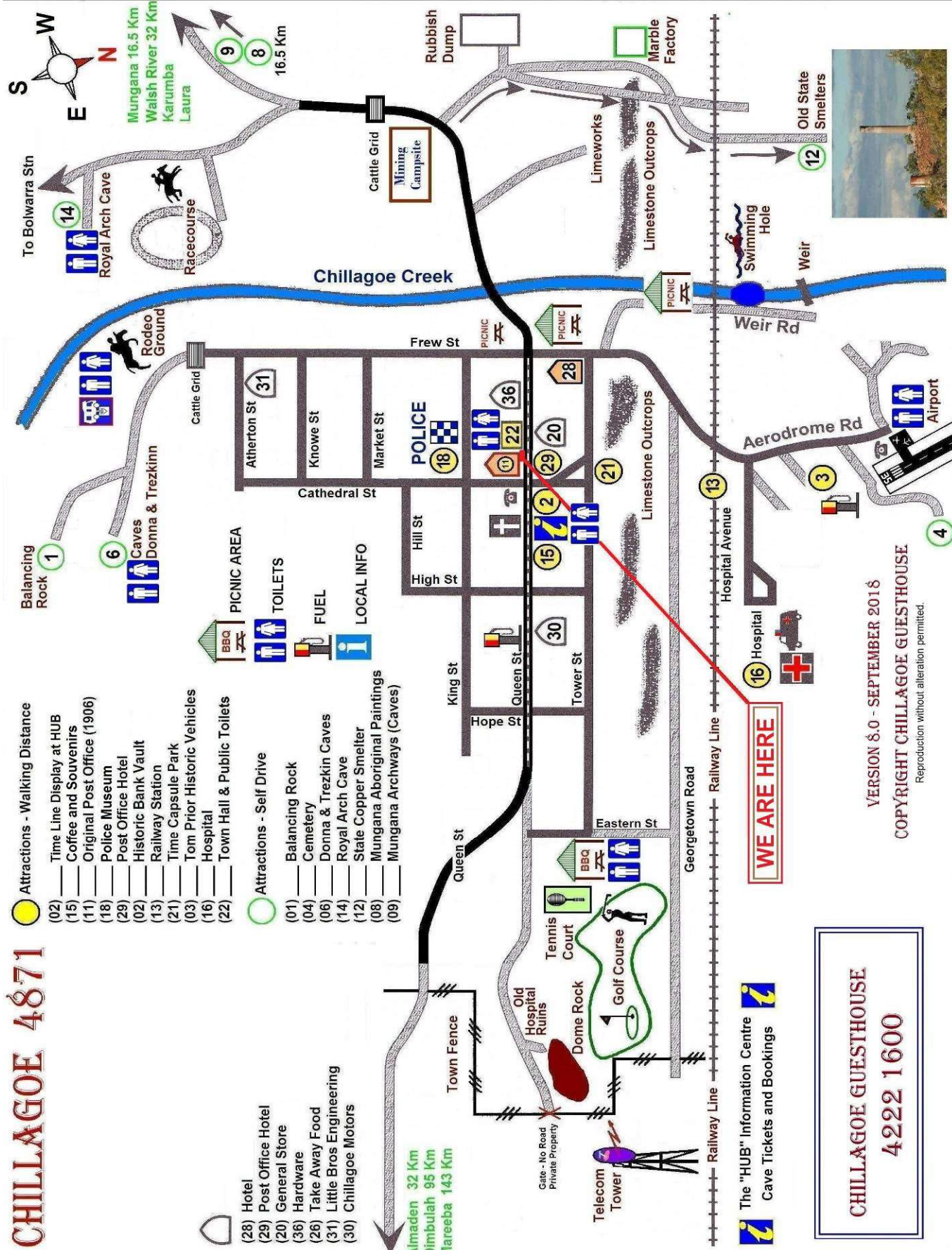
- a) if any of the above Terms and Conditions are ignored or intentionally breached
- b) if you have additional people staying which exceed the number stated on your Reservation
- c) if you bring pets of any kind onto the property
- d) if you smoke or allow anyone to smoke inside the building
- e) if you or any of your group act in a manner which causes nuisance, is unlawful, or causes willful damage.

In these circumstances monies paid will be forfeited without any refund, and we shall not be responsible for any losses or difficulty you may incur finding alternative accommodation.

CHILLAGOE 4871

- Attractions - Walking Distance**
- (02) Time Line Display at HUB
 - (15) Coffee and Souvenirs
 - (11) Original Post Office (1906)
 - (18) Police Museum
 - (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
- 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)

- (28) Hotel
- (29) Post Office Hotel
- (30) General Store
- (36) Hardware
- (26) Take Away Food
- (31) Little Bros Engineering
- (30) Chillagoe Motors

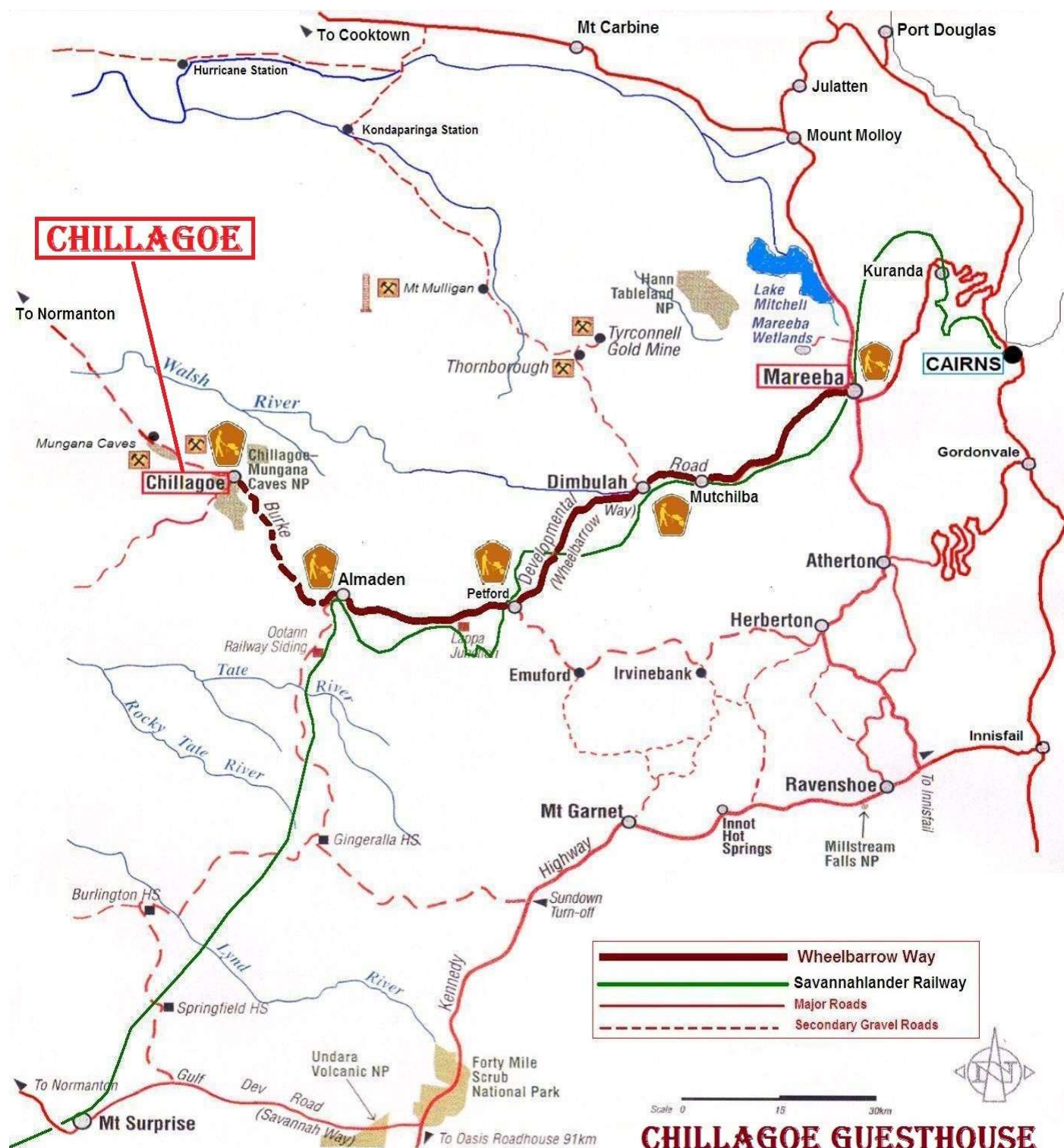


The "HUB" Information Centre
Cave Tickets and Bookings

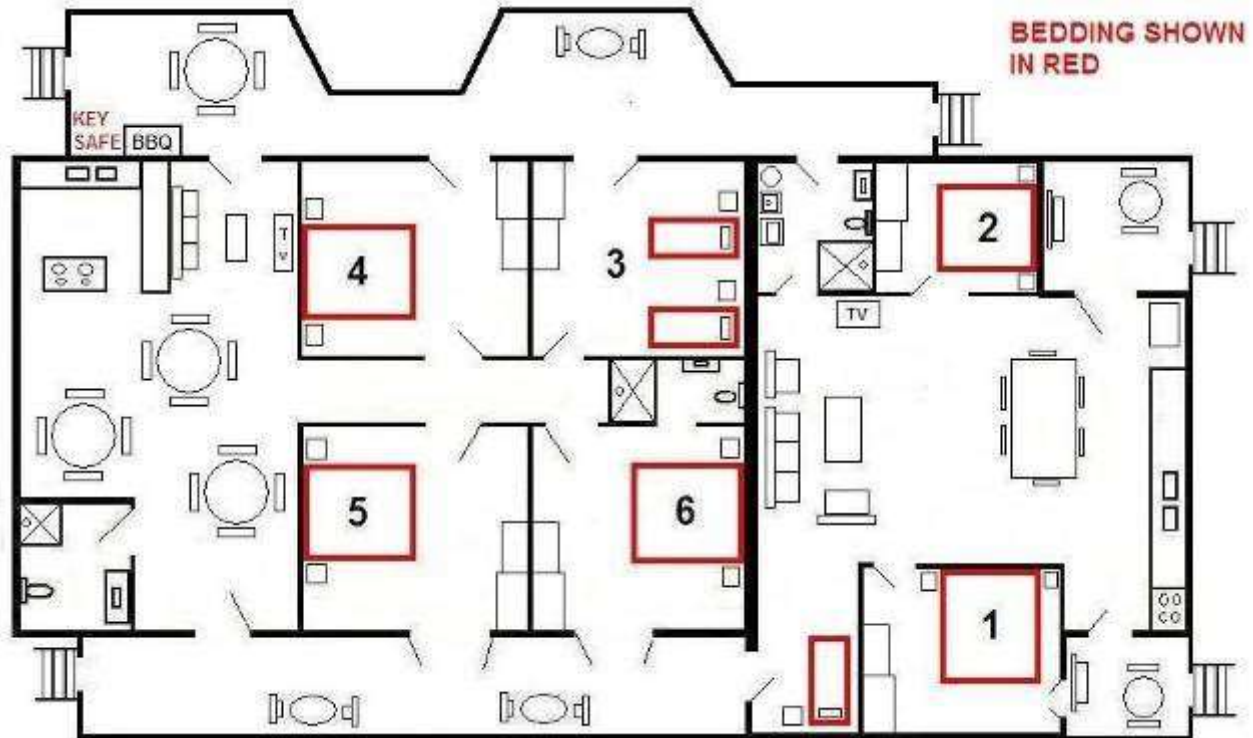
CHILLAGOE GUESTHOUSE
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FLOOR PLAN AND ROOM LOCATION



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