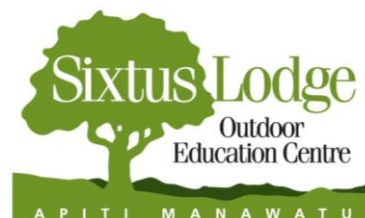


Quick Guide to Sixtus Lodge

Please read the Terms and Conditions before leaving for camp. Familiarise yourself with 'What to Bring to Sixtus Lodge' and download your copy of the Tenants' Checklist (copies are also available at the Lodge).



If you have any questions about your booking, or issues during your stay, please (in the first instance) contact our Booking Secretary (Hamish) on 021 238 3546 or email bookings@sixtuslodge.co.nz.

- For URGENT building or maintenance issues, please contact the Property Manager (Tod) on 027 354 8290
- Use the Tenants' Checklist or email propertymanager@sixtuslodge.co.nz to report non-urgent property matters or breakages.
- Refer to our website www.sixtuslodge.co.nz for more information.
- In an EMERGENCY, dial 111. Our location: Sixtus Lodge, 318 Limestone Road via Table Flat Road, Apiti, Manawatu

A Code for the Sixtus Lodge entry Exterior Digital Door Lock will be sent, along with the **Wi-Fi password**, to the Camp Organiser, three (3) days prior to the camp.

Once inside, you'll find a bunch of keys hanging on a hook in the doorway between the pantry and the kitchen. These keys unlock other areas of the facility including Toka Cottage, the drying room and mop shed. The Trust Board recommends that the bunch of keys be returned to the hook when doors have been unlocked or locked.

On arrival you will need to **switch the power on at the meter box** (above the barbecue at the southeast corner of the Main Lodge Building). Inside the meter box, turn ON the switch labelled 'Main'. Switch OFF again on your final departure.

Please DO NOT TOUCH the Master Switch, as this switch runs the Refrigerator and Deep Freeze, Emergency Lighting and the Wired-in Smoke Alarms at the Lodge. These items need to remain ON, even when the Lodge is unoccupied, to keep emergency lighting and smoke alarm batteries charged.

We recommend that, before too much unpacking happens, the Camp Organiser or a designated person fills in the **Tenants' Checklist** (and does so again prior to departure). This Checklist helps you to keep the Lodge clean, tidy, and functioning properly, and allows you report any issues to the Sixtus Lodge Trust Board.

And please allow ample time for cleaning and security checks, switch off the Mains and replace the Lodge furniture (as per the photos on the wall), prior to your departure.

It is very important that the Camp Organiser or a designated person completes the Building Compliance Daily Inspection, on every night's stay. Please initial the dates in the Red Recording Folder (kept in the Pantry drawer).

No Smoking. No Fires. No Pets. No Firearms. No Fireworks.
Responsible Alcohol Use.
Take all rubbish home.

FURTHER TIPS FOR A SUCCESSFUL STAY

For full information, refer to our website: sixtuslodge.co.nz

ABC of Sixtus Lodge Booklet

Copies of the 'ABC of Sixtus Lodge' booklet are hanging on hooks under the large noticeboard in the Lounge. This booklet has information about the Lodge and surroundings, the Glow Worm Caves, and walks & tramps in the foothills of the Ruahine Ranges. You can take copies to keep.

Phone Coverage

There is NO landline at the Lodge. Tenants need to provide their own cellphones. Coverage is adequate in the area (at the Lodge, it is better out in the grounds than inside the buildings).

Wi-Fi: Free WiFi is available in the Lodge. The access password is available from the Booking Secretary. See the WiFi Terms and Conditions on our website.

Cleaning

Tenants are responsible for cleaning and maintaining the facility during their stay. We recommend that all rooms be tidied and vacuumed daily and the vinyl floors regularly swept and wet mopped. The ablutions should be cleaned at regular intervals, especially groups who are remaining at the Lodge throughout the day. Use the Tenants' Checklist for guidance.

Smoke Free

The Upper, Lower Environment, Grounds and all Buildings are all smoke free areas.

Alcohol on Site

The Board requests that tenants be responsible in their use of alcohol, especially when young people are present.

No Firearms, No Pets

Firearms and animals are not to be brought to the Lodge.

Fire Ban/No Fireworks

The Lodge is in a 'No Fires' area and this means no lighting fires or using fireworks anywhere in the outside environment.

Water Supply

Water is pumped from a natural spring in the valley below the Lodge, up to a tank on the farmland opposite. It is treated automatically by an ultra-violet light and goes through two large filters.

Toka Cottage

Tenants are free to use Toka Cottage. It is suitable for adults or family groups but not for unaccompanied children. Keys are in the Main Lodge. The hot water cylinder will need to be turned ON at the small switch board on the wall opposite the cylinder cabinet on arrival and OFF when you depart. Do ensure that it is cleaned, the windows latched shut, and the door locked when finally vacating. Return keys to the Main Lodge.

Drying Room

The drying room (accessed through door by the large barbecue) is for tenant use and is very efficient. There is a notice inside the room regarding its use. The heat pump is on a timer.

Outdoor Clothing and Footwear

Outdoor clothing e.g tramping gear, parkas and footwear, is not to be brought indoors but should be left in the breezeway, on the kitchen side of the Lodge. Use the drying room for wet gear.

Woodfire

There is a very good wood-burner provided in the Lounge. For efficient use, see the operating instructions on the lounge wall. Dry firewood for the wood burner is provided in the shed in the breezeway (in Winter) and in the exterior woodshed behind the Ngamoko Room (in summer months). Top up the wood basket and kindling supply before you leave.

Rubbish and Fire Ashes

All rubbish must be taken 'home'. Please ensure the plastic rubbish container, in the pantry, is emptied and cleaned prior to departing the Lodge. There is a metal ash bin for emptying cold ashes from the woodfire (kept outside near the back door).

Gates

The road gate must be kept closed at all times, to prevent wandering stock from entering and damaging the grounds and plantings. Local farmers often need to move stock along Limestone Road to different areas of their farms.

Neighbours

The Sixtus Lodge property is surrounded by privately-owned land which tenant groups do not have the right to roam over. The Trust Board asks that you be aware of the need for cooperation with local farmers and help maintain their goodwill by not trespassing, swinging on fences, or disturbing stock.

Driving to the Lodge

A map & directions to the Lodge are on the Sixtus Lodge website. It is advisable to have a full tank of fuel when travelling to the Lodge. The closest fuel sales are at Kimbolton (self-service pump). The last five kilometres of Limestone Road to the Lodge is narrow and windy. It is important to keep left, as there are several blind corners and sometimes horses from the local Horse Trekking business, and wandering stock, are on the road.

Recreation

There is a large grass area suitable for sports, games and other activities. Tenants will need to bring their own sports gear. Two volleyball poles and a net are provided, as well as a basketball ball hoop attached to a concrete block wall. There is a table tennis table in the Ngamoko Room. It is advisable to bring your own bats and balls.

On the eastern side of the Main Building there is a Challenge Course with 9 team activities. A description of the course is in a green folder (kept in the lounge). A laminated copy (that can be taken outside) is in the mop shed. The equipment required (a tyre, ropes and small planks) is also stored in the mop shed, with larger planks kept beside the tool shed. Details of Challenge Course activities are also on our website.