

INFORMATION MEMORANDUM

GROUP BOOKINGS



Narrows Park
WAIKATO NEW ZEALAND



NARROWS PARK, 442 AIRPORT ROAD, TAMAHERE, WAIKATO, NEW ZEALAND
022 425 3526 LOVETOSTAY@NARROWSPARK.CO.NZ

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CONTACT

NARROWS PARK
442 AIRPORT ROAD, RD2, HAMILTON
NEW ZEALAND

PHONE +64 (7) 843 6862
MOBILE 022 425 3526
EMAIL LOVETOSTAY@NARROWSPARK.CO.NZ
WWW.NARROWSPARK.CO.NZ

An uncle, a stolid no-nonsense type, had taken me for a long walk across a snow-covered field. At the far side, my uncle told me to look back at our two sets of tracks. "See, my boy," he said, "how your foot prints go aimlessly back and forth from those trees, to the cattle back to the fence and then over there where you were throwing sticks? But notice how my path comes straight across, directly to my goal. You should never forget this lesson!" And I never did, "I determined right then not to miss most things in life, as my uncle had."

-Frank Lloyd Wright

Now that's a picture of camp.

The aim is to take the time to offer quality of experience.

Camps change lives, build community and create space to breathe in the great outdoors. That's my experience.

I want to welcome you back, or for the first time, to Narrows Park. We have been hosting camps and events for over fifty years with a heart for encouraging through experience great Kiwi kids, families and communities, and we look forward to continuing alongside you.

See you soon,

A handwritten signature in black ink, appearing to read 'Al Belcher', with a long, sweeping underline.

Al Belcher
Narrows Park Director

THE NARROWS STORY

It all started when group from the Presbyterian Church decided to invest in youth. Land was purchased in 1953 so that a youth camp could be established. With that, and countless hours of volunteer work, Narrows Park was born.

In years prior, the land it rests on was the site of an airforce base and prior to that the history is rich, being a strategic position above the Waikato River, where many battles were fought.

The ruins of an old Pa site and a record of the activity that happened on this land is all that remains of those days.

Narrows Park was named because it lives on the banks of the Waikato River where it narrows the most. The Waikato is New Zealand's longest river and was a critical trade route before the development of roading through this land.

Today we enjoy the views of this majestic current of water and run kayak trips from Cambridge through the narrows to Hamilton. There's something inspiring in knowing that we travel the same routes so many travellers have done throughout the history of New Zealand.

Each year we host thousands of people with the aim of adding some good back into the place where our feet are planted.



"Awesome activities, great staff, fantastic food, good location and good programs."

PAEROA // SCHOOL CAMP



VENUE

Narrows Park offers comfortable buildings and spacious recreational areas on 27 acres including established trees, the Waikato river on it's boundary and all the interesting life and natural cycles a rural setting brings on the fringe of Hamilton city.

ACCOMMODATION AND FACILITIES

MAIN HALL (300) DINING COMMERCIAL KITCHEN STAGE	Capable of seating up to 300. Ideal with 150-200. Includes a commercial kitchen. Full service or self service options are available. The hall includes bathrooms and an outdoor courtyard.
CHAPEL (120) SIDE ROOM	Capable of seating at capacity 120ish, includes a private side room which can accommodate another 3-4 people for sleeping.
GIBLIN SHED (250) VENUE HIRE	Open span shed as an all weather option. Hired separately and approximately 300m2 in size.
ABLUTIONS LAUNDRY SHOWERS & TOILETS	Both Camps 1 & 2 have attached bathroom facilities, there are two additional ablutions blocks including toilets, showers and laundry facilities.
CAMP 1 (50) KITCHEN	Totalling 50 beds, there are six cabins with eight beds to each cabin in bunks. There is an additional room with two single beds and the building includes bathrooms and a small kitchen with dining table.
CAMP 2 (55) KITCHEN DINING C2 LOUNGE	Totalling 55 beds, there are six rooms containing a queen and seven beds in bunk style, and two rooms with less beds ideal for teachers or leaders. Included in the building are bathrooms and a kitchen, dining room and lounge hall. There are also six power plugs for outdoor camper vans.
BAYNES BATCH (12)	Separate batch unit with bunk bed accommodation, just slightly removed from the rest of the accommodation.
MARAE STYLE (40-100)	Either as a first option and cultural experience or additional accommodation. There are approximately 100 mattresses and floor space available.
CAMPING SITES	Narrows offers 26 powered sites and acres of tenting

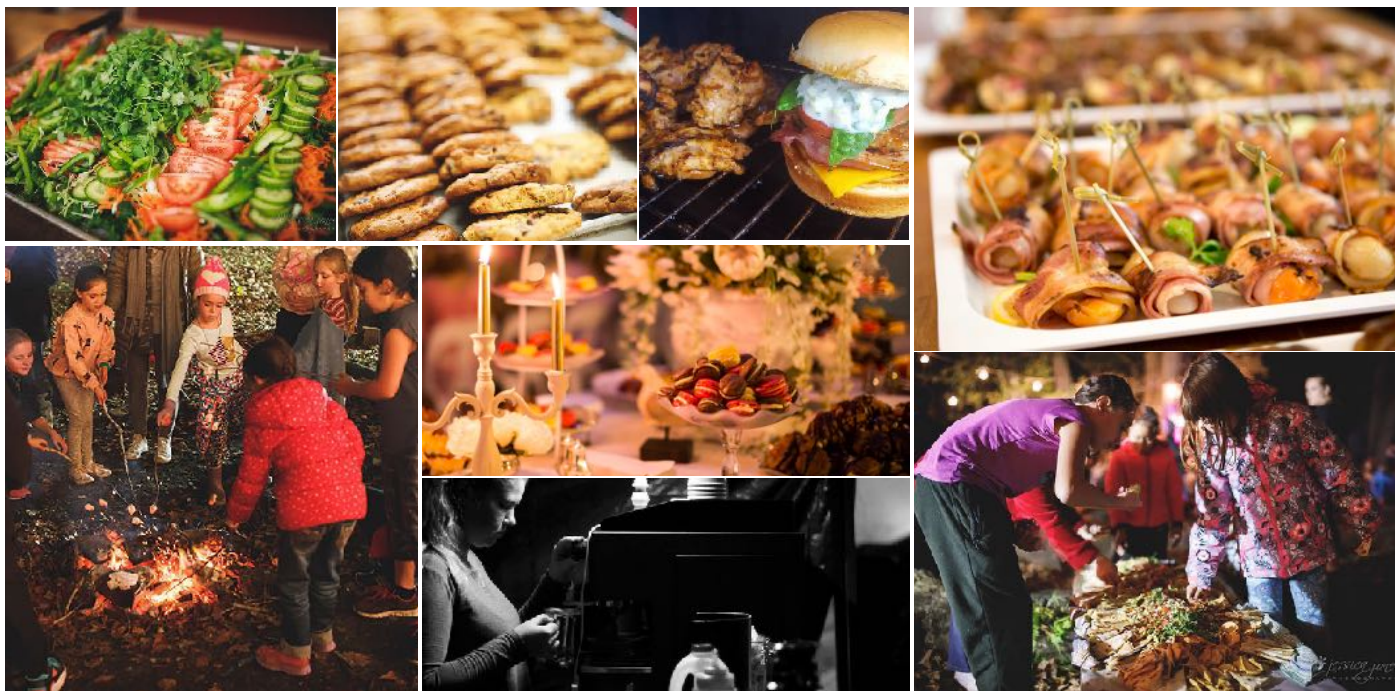


"We just loved it. Absolutely fantastic school camp experience."

PINEHURST

CATERING

From sports groups to school camps and special events, we can cover it all including your dietary requirements. We can cater for a range of ages, group sizes and even the biggest appetites.



CATERED CAMPS

We currently cater events up to 350 people. Everything from school camps to weddings to BBQ's. Our school camp menu is full of fresh ingredients, healthy options and we cater for every dietary requirement you can think of. Food is important to get right, at Narrows, eating well is a special part of going to camp.



Best food we've ever had in 15 years of teaching/camping. Great shade provided all over the park for protection too. Friendly staff and great facilities. PAPAMOA // SCHOOL CAMP

ACTIVITIES ADULT : CHILDREN RATIO

Narrows has a range of onsite and offsite activities suitable across broad age and experience levels. Our heart is for leadership development targeting youth and young adults so on top of classic camp activities we also provide team building and group challenges that develop thinking and communication.

ON-SITE ACTIVITIES		DEPENDING ON YOUR BOOKING YOUR GROUP SUPPLIES ADULTS OR NARROWS PROVIDES THEM. 30-45MIN ROTATIONS
AIR RIFLES 1:5		Experience target shooting on our range with a variety of targets.
ANIMAL SURVIVOR 1:GROUP		This is an active wide game. It's a great way to get familiar with the camp, learn a bit about the animal kingdom and burn off some energy as a group!
ARCHERY 1:5		Great hand eye coordination requiring focus and learned skill.
AXE THROWING 1;5		The outdoors meets vikings. Test your skills target throwing and feel the rush of the vikings hearing the thud of an axe blade sticking into the enemy shields.
BURMA TRAIL 1:GROUP		A great night activity where you follow a rope path through obstacles.
FIELD SPORTS 1:GROUP		Volleyball, soccer, rugby, tug of war plus more games available.
GRASS KARTS 1:GROUP		With a multi level track, the beginner to the brave can test their skills on the grassy slopes of the Narrows in our heavy duty trolleys.
OLD SCHOOL WATERSLIDE 1:GROUP		Requires 1 adult supervisor. Walk up the hill and blast down Narrows favourite waterslide. Safe for all ages.
SLINGSHOT PAINTBALL 1: GROUP		Adrenaline filled energy burner! A great way for adults and youth to play together developing strategy and teamwork at a fast pace.
FOAM CANNON 1: GROUP		A great water sport with a slip and slide in full foam or a slippery soccer game
SWIMMING POOL 1:GROUP		Large enough for groups and suitable for all ages with a fenced shallow end for toddlers.
ADVENTURE ACTIVITIES		INSTRUCTED ADVENTURE ACTIVITIES. 45MIN AND HALF DAY ROTATION ADVANCED BOOKING REQUIRED. RAMS PROVIDED.
GO KARTS 1 : KART		Experience the rush of gas powered go karts as you drift around the Narrows circuit track. A camp favourite! Ages 8 and up.
NARROWS SURVIVOR 1:16		Stretch the physical, emotional and mental faculties as risks are taken and trust is established within the group through physical challenges
TEAM BUILDER 1: GROUP		Run by Narrows staff our programs challenge you individually and as a group to problem solve, enjoy success well and learn resilience in failure.. and there will be failure.
KAYAK KARAPIRO 1:16 (1:8 NON ENGLISH SPEAKING)		Great experience for beginners. an instructed session of kayaking on Lake Karapiro including waterfalls and activities
BUSH SKILLS 1:8		Fire lighting, cooking over fires, snares and traps, overnight camps under the stars, bivy making, using knives, making knots, first aid in the bush and more..
HORSE TREKKING 1: GROUP		Fully instructed kiwi experience trekking through native bush for beginners through to advanced riders.



"Thank you for an awesome camp at Narrows Park."

TULIANA, WAITEMATA DISTRICT HEALTH BOARD



GROUP BOOKING FORM [CAMP PACKAGES]

NARROWS PARK BOOKINGS, 442 Airport Road, RD2 Hamilton | Email lovetostay@narrowspark.co.nz | 022 425 3526

CONTACT PERSON :	GROUP BOOKING NAME :
CONTACT NUMBER :	ARRIVAL DATE (3PM) :
CONTACT EMAIL :	DEPARTURE DATE (11AM) :

TO BOOK AT NARROWS THERE ARE THREE STEPS

FIRST SELECT YOUR CAMP EXPERIENCE BY TICKING ONE OF THE FOLLOWING THREE OPTIONS, 2. CHOOSE ANY ADD-ONS YOU'D LIKE TO INCLUDE AND 3. ESTIMATE THE NUMBER OF PEOPLE ATTENDING PER DAY TO ESTABLISH YOUR APPROXIMATE DEPOSIT AMOUNT.

1. CLASSIC CAMP

VENUE HIRE

MAIN MEALS & ACCOMMODATION
BUILDINGS & GROUNDS
BARISTA DRINKS AT MEALS FOR ADULTS

TEAS AND SUPPER REQUIRED
DUTIES DURING CAMP REQUIRED
FINAL CAMP CLEAN REQUIRED

\$77
PER PERSON PER DAY

THE NARROWS EXPERIENCE

POPULAR CAMP EXPERIENCE

MAIN MEALS & ACCOMMODATION
EXCLUSIVE FACILITY USE
ANY AVAILABLE ONSITE ACTIVITIES

BARISTA DRINKS ON DEMAND*
PACK AND GO ON DEPARTURE*

TEAS AND SUPPER REQUIRED
DUTIES DURING CAMP REQUIRED

\$116
PER PERSON PER DAY

FULL SERVICE

PRE BUILT AND HOSTED CAMPS

ALL MEALS & ACCOMMODATION
EXCLUSIVE FACILITY USE
ANY AVAILABLE ONSITE ACTIVITIES
PROGRAM DESIGNED & INSTRUCTED
BARISTA DRINKS ON DEMAND*
DUTY FREE CAMP*
PACK AND GO DEPARTURE*

\$158
PER PERSON PER DAY

Each day includes accommodation and meals. Children under 5 are \$15 if eating. Eg Monday morning to Wed morning would be two days. A half camp exclusive booking has a minimum charge equal to 35ppl, the whole camp has a minimum charge equal to 75ppl.

2. CUSTOMISE WITH ADD ONS

- WAIKATO KAYAKING \$55** Add on a kayak adventure on Lake Karapiro. (Half Day offsite)
- HORSE TREKKING \$45/55** A real bush experience from first timers to advanced riders. (Half Day offsite)
- TRANSPORT PLANNING** Narrows can arrange all your transport needs to, from and during camp. Charges apply.
- DIETARY REQUIREMENTS /\$5** We cater for all diets, there is a \$5 surcharge per meal just let us know what you need.
- *BARISTA DRINKS ON DEMAND** Coffee, Tea and Hot Chocolates are available during camp from the kitchen for adults
- *DUTY FREE CAMP** Our staff will take care of all daily camp duties during your stay so you can enjoy the program
- *PACK AND GO** Instead of spending your last day of camp cleaning and tidying, make the most of it! Our team will clean up after all your campers so when you're done having a great day, just pack and go.

3. ENTER THE NUMBERS ATTENDING YOUR CAMP EACH DAY

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Total Numbers
APPROXIMATE TOTAL \$						
NARROWS PARK ACCOUNT #38 9014 0455103 00 REF: "BOOKING NAME"						DEPOSIT OF 25% \$
BY SIGNING WE AGREE TO THE ATTACHED TERMS AND CONDITIONS REQUIRED FOR BOOKING AT NARROWS PARK						
DATE			SIGNATURE			

NARROWS OFFICE USE	DEPOSIT RECEIVED		DATE		ORDER NUMBER	
	BALANCE RECEIVED		DATE		INVOICE NUMBER	



GROUP BOOKING FORM [VENUE HIRE]

Once your dates are confirmed, fill out this form and return it to the office with your deposit to confirm your booking.
NARROWS PARK BOOKINGS, 442 Airport Road, RD2 Hamilton | Email lovetostay@narrowspark.co.nz | Office (07) 843 6862

CONTACT PERSON :

GROUP BOOKING NAME :

CONTACT NUMBER :

ARRIVAL DATE (3PM) :

CONTACT EMAIL :

DEPARTURE DATE (11AM) :

1. BOOK YOUR SPACE

SHARED USE ONLY EXCLUSIVE HALF CAMP EXCLUSIVE USE

Shared use means all camp facilities and services are open to anyone to book and use while you are onsite. Your room is private. Half Camp means you have private use of the facilities in half of the camp only, others may be onsite. Min Charge equivalent to 35ppl. Exclusive use means you have the private use of all facilities within the 27 acres of Narrows Park. Min charge equivalent to 80ppl.

2. READY ON ARRIVAL OPTIONS

<input type="radio"/> PROJECTOR HIRE	\$40/DAY	Ready and waiting on arrival with a screen, VGA and HDMI cable	\$
<input type="radio"/> PA SYSTEM HIRE	\$60/DAY	Relocatable powered speakers with mics and leads. Aux input.	\$
<input type="radio"/> LINEN HIRE	\$15/SET	Pillow and case, top and bottom sheet with duvet.	\$
<input type="radio"/> BARISTA COFFEES	\$10PP/DAY	Available throughout your camp, including a selection of Teas.	\$

SUBTOTAL : \$

3. ACCOMMODATION & FACILITIES

	BEDS ONLY	+ KITCHEN & HALL HIRE	EXCLUSIVE USE	*CHARGES ARE PER PERSON PER DAY/NIGHT.	How many people staying per night?					TOTAL \$
					1	2	3	4	5	
<input type="radio"/> CABIN BEDS	\$34*	\$39*	\$34*	Bunk Room accommodation						
<input type="radio"/> MARAE STYLE	\$30*	\$35*	\$30*	Chapel or Halls as available						
<input type="radio"/> POWERED SITES	\$24*	\$29*	\$24*	Includes use of ablutions						
<input type="radio"/> CAMPING SITES	\$22*	\$27*	\$22*	Includes use of ablutions						
<input type="radio"/> DAY VISITORS	\$5*	\$10*	\$10*	Attending your program						
<input type="radio"/> KIDS UNDER 5	-	-	-	No charge for kids under 5						
SERVICES										
<input type="radio"/> DUTY FREE	\$7*	\$7*	\$7*	Our staff will take care of every daily camp duty, you just enjoy the program.						
<input type="radio"/> PACK AND GO	-	\$220	\$350	Half camp or whole camp clean on departure						
<input type="radio"/> I'M INTERESTED IN CATERED OPTIONS				Upgrade to a catered camp package, special event options available.						

SUBTOTAL : \$

4. PROGRAM ACTIVITIES

<input type="radio"/> \$55 HALF DAY EXPERIENCE	<input type="radio"/> \$10 PER PERSON*	<input type="radio"/> \$6 PER PERSON*	<input type="radio"/> FREE ACTIVITIES
<input type="radio"/> HORSE TREKKING	<input type="radio"/> SLINGSHOT PAINTBALL	<input type="radio"/> ARCHERY	<input type="radio"/> BURMA TRAIL
<input type="radio"/> KAYAKING	<input type="radio"/> GO KARTS	<input type="radio"/> AXE THROWING	<input type="radio"/> WATER FIGHT KIT
<input type="radio"/> \$15 PER PERSON	<input type="radio"/> SHELTERS & FIRES	<input type="radio"/> GRASS KARTS	<input type="radio"/> SPORTS GEAR
<input type="radio"/> MASTERCHEF	<input type="radio"/> KNIVES & KNOTS	<input type="radio"/> AIR RIFLES	<input type="radio"/> TUG OF WAR
<input type="radio"/> BUSH SKILLS		<input type="radio"/> POOL	<input type="radio"/> ORIENTEERING
<input type="radio"/> TEAM BUILDER		<input type="radio"/> WATERSLIDE	<input type="radio"/> BONFIRE \$40
<input type="radio"/> NARROWS SURVIVOR		<input type="radio"/> ANIMAL SURVIVOR	<input type="radio"/> FOAM CANNON \$100
<input type="radio"/> *ACTIVITY INSTRUCTORS \$5PP PER ACTIVITY - AVAILABLE FOR ANY ONSITE ACTIVITIES			

SUBTOTAL : \$

NARROWS PARK ACCOUNT #38 9014 0455103 00 REF: "BOOKING NAME"

DATE	SIGNATURE	APPROXIMATE TOTAL DUE : \$
		DEPOSIT OF 25% : \$

BY SIGNING WE AGREE TO THE ATTACHED TERMS AND CONDITIONS REQUIRED FOR BOOKING AT NARROWS PARK

NARROWS OFFICE USE	DEPOSIT RECEIVED	DATE	ORDER NUMBER
	BALANCE RECEIVED	DATE	INVOICE NUMBER



GROUP BOOKING FORM [DAY EVENT]

Once your dates are confirmed, fill out this form and return it to the office with your deposit to confirm your booking.
NARROWS PARK BOOKINGS, 442 Airport Road, RD2 Hamilton | Email lovetostay@narrowspark.co.nz | Office (07) 843 6862

CONTACT PERSON :

GROUP BOOKING NAME :

CONTACT NUMBER :

ARRIVAL DATE (3PM) :

CONTACT EMAIL :

DEPARTURE DATE (11AM) :

1. BOOK YOUR SPACE

SHARED USE ONLY EXCLUSIVE HALF CAMP EXCLUSIVE USE

Shared use means all camp facilities and services are open to anyone to book and use while you are onsite. Your facility hire is private. Half Camp means you have private use of the facilities in half of the camp only, others may be onsite. Min Charge equivalent to 35ppl. Exclusive use means you have the private use of all facilities within the 27 acres of Narrows Park. Min charge equivalent to 80ppl.

2. READY ON ARRIVAL OPTIONS

<input type="radio"/> PROJECTOR HIRE	\$40/DAY	Ready and waiting on arrival with a screen, VGA and HDMI cable	\$
<input type="radio"/> PA SYSTEM HIRE	\$60/DAY	Relocatable powered speakers with mics and leads. Aux input.	\$
<input type="radio"/> PROGRAM STAFF	\$10PP/DAY	Minimum charge of \$200 applies.	\$

SUBTOTAL : \$

3. FACILITIES

<input type="radio"/> WHOLE CAMP	\$900/DAY	Exclusive use of the buildings and spaces at Narrows	\$
<input type="radio"/> MAIN HALL HIRE	\$320/DAY	Hall includes ablutions, suitable up to 250ppl	\$
<input type="radio"/> MAIN KITCHEN HIRE	\$320/DAY	Commercial kitchen suitable for up to 500ppl	\$
<input type="radio"/> GIBLIN SHED	\$300/DAY	Commercial kitchen suitable for up to 500ppl	\$
<input type="radio"/> CAMP 2 FACILITIES	\$220/DAY	Lounge and kitchen suitable up to 80ppl	\$
<input type="radio"/> CHAPEL HIRE	\$220/DAY	Accommodates up to 100ppl comfortably	\$
<input type="radio"/> CHURCH EVENT	DONATION	Contact the office to apply	\$
<input type="radio"/> GROUNDS HIRE	\$5PP/PER DAY	Includes ablutions	\$

SERVICES

<input type="radio"/> BBQ HIRE	\$40	Per Gas BBQ, wood fire BBQ's are also available for free	\$
<input type="radio"/> BARISTA SERVICE	\$10PP/DAY	A hot drink option available throughout the day	\$
<input type="radio"/> SELF CATER SERVICE	\$60/PER DAY	Tea towel & cloth service provided for self catered groups	\$
<input type="radio"/> PACK AND GO	\$220/\$350	Half camp or whole camp clean on departure	\$

SUBTOTAL : \$

4. PROGRAM ACTIVITIES

\$55 HALF DAY EXPERIENCE	\$10 PER PERSON*	\$6 PER PERSON*	FREE ACTIVITIES
<input type="radio"/> HORSE TREKKING	<input type="radio"/> SLINGSHOT PAINTBALL	<input type="radio"/> ARCHERY	<input type="radio"/> BURMA TRAIL
<input type="radio"/> KAYAKING	<input type="radio"/> GO KARTS	<input type="radio"/> AXE THROWING	<input type="radio"/> WATER FIGHT KIT
\$15 PER PERSON	<input type="radio"/> SHELTERS & FIRES	<input type="radio"/> GRASS KARTS	<input type="radio"/> SPORTS GEAR
<input type="radio"/> MASTERCHEF	<input type="radio"/> KNIVES & KNOTS	<input type="radio"/> AIR RIFLES	<input type="radio"/> TUG OF WAR
<input type="radio"/> BUSH SKILLS		<input type="radio"/> POOL	<input type="radio"/> ORIENTEERING
<input type="radio"/> TEAM BUILDER		<input type="radio"/> WATERSLIDE	<input type="radio"/> BONFIRE \$40
<input type="radio"/> NARROWS SURVIVOR		<input type="radio"/> ANIMAL SURVIVOR	<input type="radio"/> FOAM CANNON \$100
<input type="radio"/> *ACTIVITY INSTRUCTORS \$5PP PER ACTIVITY - AVAILABLE FOR ANY ONSITE ACTIVITIES			SUBTOTAL : \$

NARROWS PARK ACCOUNT #38 9014 0455103 00 REF: "BOOKING NAME"

DATE	SIGNATURE	APPROXIMATE TOTAL DUE : \$
		DEPOSIT OF 25% : \$

BY SIGNING WE AGREE TO THE ATTACHED TERMS AND CONDITIONS REQUIRED FOR BOOKING AT NARROWS PARK

NARROWS OFFICE USE	DEPOSIT RECEIVED	DATE	ORDER NUMBER
	BALANCE RECEIVED	DATE	INVOICE NUMBER

BOOKING TERMS AND CONDITIONS

NARROWS PARK CHRISTIAN CAMP

1. THE GROUP:

- 1.1 acknowledges they have read and are prepared to abide by the terms and conditions as set out here. Failure to do some may result in your booking being cancelled, at your cost.
- 1.2 agrees to abide by New Zealand legislation

1. NARROWS PARK : (which term includes its directors, employees, and agents):

- 1.3 does not provide any service other than a licence to use the space and any associated services allocated in the booking form;
- 1.4 does not and will not be deemed to have knowledge of the group organization or attendees;

2. BOOKING CONFIRMATION

- 2.1 To confirm a booking the Group must submit a signed and completed booking form and;
- 2.2 upon signing this agreement, the Group must pay Narrows Park a non refundable downpayment of 25% of the approximate total.

3. PRICING

- 3.1 Narrows Park cannot control economic conditions or government regulations and reserves the right to alter the price at any time. We will endeavour to give 90 days notice should changes occur.

4. NON PAYMENT

- 4.1 Failure to pay the invoice in full as directed on the invoice may result in unpaid amounts being forwarded to debt collection services. All associated costs of debt collection including, but not limited to legal costs, will be at the expense of the Group.

5. ARRIVAL AND DEPARTURE

- 5.1 Standard arrival times are : 9am on Monday, 3pm on Tuesday - Sunday
- 5.2 Standard departure times : by 11am
- 5.3 Alternative times can be made by arrangement when you book at the sole discretion of Narrows Park

2. RESTRICTIONS

- 5.4 Alcohol is not allowed on site unless by special arrangement with the director.
- 5.5 No intoxicants, weapons or otherwise inappropriate material is allowed on site.
- 5.6 Any false fire alarms will result in a charge being added to your camp invoice and you will be liable for the cost of any emergency response services.
- 5.7 If additional cleaning is required at the end of your camp it will be charged to your invoice as per the cleaning charges as determined by Narrows Park in their sole discretion.

6. DAMAGES

- 6.1 Graffiti or tagging will be charged at \$20 per word
- 6.2 Loss or damage to Narrows Park property will be charged to your group invoice

7. NOISE RESTRICTIONS

- 7.1 Being considerate for our neighbours requires that all camp groups must be reasonably quiet from 11pm through to 7am and must adhere to local bylaws as follows;
- 7.2 Noise measured at the notional boundary on any other site in the Rural Zone must not exceed:
(i) 50dB (LAeq), 7am to 7pm every day; (ii) 45dB (LAeq), 7pm to 10pm every day; (iii) 40dB (LAeq) and 65dB (LMax), 10pm to 7am the following day.
- 7.3 Any noise complaints will be charged at \$100 per complaint to cover the cost of an apology gift.

8. CHRISTIAN TEACHING

- 8.1 Narrows Park is a Christian camp established to witness the gospel of Jesus Christ. When hosting groups, we welcome any group to use the facilities but we cannot support teaching opposing Christianity or practices that disrespect the Christian faith during your stay onsite.



ADMINISTRATION FOR YOUR CAMP

SECURING YOUR DATES

1. FILL OUT THE BOOKING FORM, SIGN FOR THE TERMS AND CONDITIONS
2. CONFIRM YOUR DATES AND TOTAL
3. PAY THE DEPOSIT

THAT WILL SECURE YOUR DATES AND WE'LL MAKE SURE THINGS ARE ON TRACK FROM HERE.

8 WEEKS OUT

PROVIDE A COPY OF YOUR PROGRAM INCLUDING

- ARRIVAL AND DEPARTURE TIME WITHIN STANDARD TIMES
- CATERING SPECIAL DIETS NOTED AS KNOWN TO DATE
- NARROWS PARK ACTIVITIES INCLUDING YOUR DAILY TIMETABLE
- EQUIPMENT HIRE OR SERVICES YOU MAY REQUIRE (EG. WHITEBOARDS, PROJECTOR, TEA TOWELS, LINEN)
- SPECIAL REQUIREMENTS INCLUDING; OPT OUT DUTIES, FINAL CLEAN, SPECIAL PERMISSIONS

TEN DAYS TO GO

FINAL NUMBERS

- PROVIDE YOUR FINAL NUMBERS INCLUDING ADULTS, CHILDREN AND DAY VISITORS TO THE CAMP. THIS IS THE MINIMUM AMOUNT YOU WILL BE BILLED FOR AND THE AMOUNT WE WILL PREPARE FOR.
- SPECIAL DIET REQUIREMENTS NEED TO BE CONFIRMED NOW

ARRIVAL

PLEASE CHECK INTO THE OFFICE ON ARRIVAL AND MAKE FULL PAYMENT

FULL PAYMENT DUE NON LEGAL ENTITIES

- PLEASE CHECK INTO THE NARROWS PARK OFFICE UPON ARRIVAL, BEFORE ENTERING THE CAMP.
- A NARROWS PARK HOST WILL WELCOME YOU, PRESENT A SAFETY BRIEFING ON ARRIVAL AND ENSURE YOU HAVE EVERYTHING YOU NEED TO ENJOY YOUR STAY AT NARROWS PARK

DEPARTURE

BOOK AGAIN FOR NEXT YEAR - FIRST IN BASIS

FULL PAYMENT DUE LEGAL ENTITIES

- CHECK THAT THE CAMP HAS BEEN LEFT IN GREAT CONDITION.
- RETURN DUTIES CHECKLIST TO HOST IF YOU ARE SELF CLEANING
- REMEMBER LOST PROPERTY - WE'LL HOLD IT FOR A MONTH BEFORE DONATING IT TO CHARITY
- MAKE YOUR NEXT BOOKING TO SECURE DATES IN ADVANCE



 *Thank you for what you put into the camp for us. It is probably the best camp I have been to so far, thank you.*
TAYLOR // LITTLE CAMPER ON A SCHOOL TRIP



KEY PERSONNEL

For the areas at camp that need adult supervision.

IF YOU ARE RUNNING YOUR OWN PROGRAM, HERE'S THE LIST

POINT OF CONTACT	Include their name on the booking form. We'll deal with them directly regarding all camp details.
SAFETY OFFICER / FIRST AID	You will need to provide both the first aid equipment and a first aid administrator for your camp. Narrows doesn't supply this.
FIRE OFFICER SEE PAGE 11	They are responsible in case of an emergency or fire to have an up to date cabin layout (see pg 11) and account for your group.
ACTIVITY SUPERVISORS (NARROWS OPTION)	<p>Your activity leaders, parents or teachers will need to be briefed half an hour before the activity and must be responsible adults. Narrows Park staff will instruct adults on the activity including procedure and safety and the general decisions to be aware of while running activities.</p> <p>Narrows Park request that adult instructors stay with one activity for the day to ensure the running of each activity is crystal clear. No cell phones. All phones must be left away from the activities – the last thing you want is a mistake that hurts someone because of a text distraction. Or just opt for Narrows to run your activities!</p>
DUTIES SUPERVISOR (NARROWS OPTION) SEE PAGE 12	This person is responsible for arranging duty rosters during your stay and ensuring it gets done to Narrows standards. You'll be billed for cleaning if duties need to be redone by staff. Or just opt in to have Narrows do it for you.



"Thanks for an excellent stay over the weekend. It was a great place for us to base ourselves during our weekend of concerts, and the food was probably the best we have had at any camp. And we have been to many, many camps around the upper north island over the years!"

DAVID, NORTH SHORE YOUTH MUSIC

HEALTH AND SAFETY AT CAMP

Narrows Park is compliant with all required legislation. We love to have fun and a big part of that is keeping you healthy and happy while you're here.

POLICE VETTING

All Narrows Park staff are police vetted and character checked as part of their employment process.

DISABLED ACCESS

Narrows Park is wheelchair accessible. Not all areas are especially equipped currently, but all of the buildings are accessible. Enquire for further details.

SAFETY BRIEFING ON ARRIVAL

When you arrive, and before you are welcome to use any of the activities on site, you will be given a safety briefing by our staff outlining what you need to know about safely enjoying Narrows Park.

HYGIENE

Thousands of people come through Narrows each year. Please ensure that all campers wash their hands before meals. All food handlers and volunteers must wash their hands frequently and certainly after using the bathroom, cleaning products, handling rubbish, food or food surfaces.

If you have sick kids at camp please ensure a thorough clean takes place and notify the office so we can be sure the camp is ready for the next group.

SICKNESS AT CAMP

Please tell your allocated camp nurse if any of your campers are sick and have them notify the office.

EVACUATION PLANS

A detailed list of who is staying in what cabin, or other accommodation on site, is required in the event of an evacuation. Please ensure your fire officer has this on arrival.

INJURIES OR DAMAGE

All damage and any personal injuries should be reported to the camp office and recorded in our accident registry so we can ensure your stay remains safe.

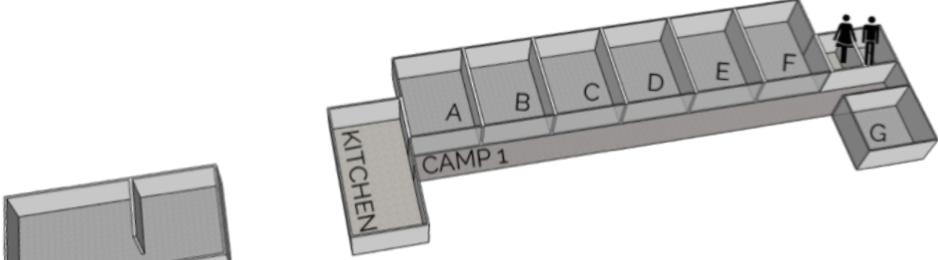


"Great place, great people and affordable."

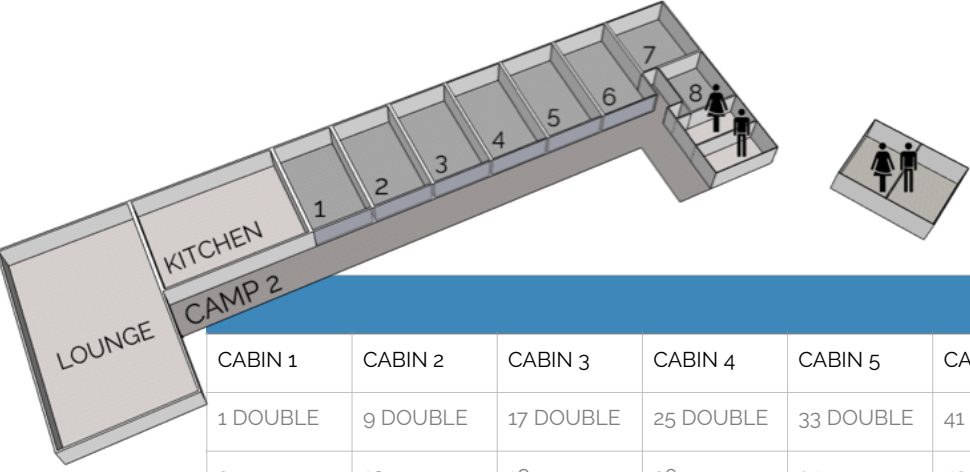
DEE // CHURCH GROUP

CABIN LAYOUT

There are 120 beds made up of 16 rooms plus a chapel side room. All rooms have heaters and beds. Linen can be hired from the office. There are an additional 100 mattresses available for marae style in the halls.



BAYNES BATCH		CAMP 1						
		CABIN A	CABIN B	CABIN C	CABIN D	CABIN E	CABIN F	CABIN G
1	9	1	9	17	25	33	41	49 SINGLE
2	10	2	10	18	26	34	42	50 SINGLE
3	11	3	11	19	27	35	43	
4	12	4	12	20	28	36	44	CHAPEL SIDE ROOM
5		5	13	21	29	37	45	1
6		6	14	22	30	38	46	2
7		7	15	23	31	39	47	3
8		8	16	24	32	40	48	



CAMP 2							
CABIN 1	CABIN 2	CABIN 3	CABIN 4	CABIN 5	CABIN 6	CABIN 7	CABIN 8
1 DOUBLE	9 DOUBLE	17 DOUBLE	25 DOUBLE	33 DOUBLE	41 DOUBLE	49 SINGLE	53
2	10	18	26	34	42	50 SINGLE	54
3	11	19	27	35	43	51 SINGLE	55
4	12	20	28	36	44	52 SINGLE	56
5	13	21	29	37	45		
6	14	22	30	38	46		
7	15	23	31	39	47		
8	16	24	32	40	48		

END OF CAMP DUTIES CHECKLIST

You can opt for Narrows to do all of the below cleaning for you on your booking form.

If you choose to clean yourselves, please ensure the camp is cleaned thoroughly on the last day, if it needs recleaning the half or whole camp clean will be added to your invoice.

CHECKLIST - TICK ONCE COMPLETE AND INSPECTED BY YOUR CO-ORDINATOR

		DAMAGES NOTED
CABIN ROOMS	<input type="checkbox"/> Check for rubbish under mattresses and bunks	
	<input type="checkbox"/> Vacuum mattresses and luggage areas between mattresses	
	<input type="checkbox"/> Vacuum floors, making sure there is no grass left on the carpet	
	<input type="checkbox"/> Check for damage / graffiti and notify staff of any found	
	<input type="checkbox"/> Check outside cabin windows for rubbish (around back of cabins)	
<input type="checkbox"/> Check that heater switches on the wall are off		
MAIN HALL	<input type="checkbox"/> Pick up all rubbish and check for lost and found items in hall	
	<input type="checkbox"/> Stack chairs 10 high and return, along with the tables, to the locations you found them	
	<input type="checkbox"/> Sweep / vacuum main hall, and vacuum door mat and any carpets used	
	<input type="checkbox"/> Turn off the lights, leave the curtains open and shut the doors	
KITCHEN	<input type="checkbox"/> Make sure all dishes have been washed and are clean, including cooks dishes	
	<input type="checkbox"/> Spray and wipe down all prep, bench and serving surfaces with the degreaser	
	<input type="checkbox"/> Clean all ovens, wipe glass and knobs, clean the gas hobs of food and spills	
	<input type="checkbox"/> Replace all cooking items to correspond with labels on the shelves	
	<input type="checkbox"/> Inform staff member of any breakages, damage etc.	
	<input type="checkbox"/> Mop kitchen floor last (after kitchen inspection)	
DISHWASHERS	<input type="checkbox"/> Clean and drain the dishwasher and check waste food shoot is wiped out	
BATHROOMS	<input type="checkbox"/> Remove any items that may have been left behind	
	<input type="checkbox"/> Sweep out ablution blocks	
	<input type="checkbox"/> Spray and wipe basins and mirrors	
	<input type="checkbox"/> Spray and wipe toilet seats	
	<input type="checkbox"/> Hose and mop the floors dry	
	<input type="checkbox"/> Collect all rubbish and place in the big general rubbish bins outside each building	
SHOWERS	<input type="checkbox"/> Spray down walls with spray provided and rinse with water	
	<input type="checkbox"/> Clear shower drains of hair and debris	
CAMP #2	<input type="checkbox"/> Check for lost and found items, and remove all rubbish	
	<input type="checkbox"/> Vacuum camp #2 lounge carpet, tiles and kitchen lino	
	<input type="checkbox"/> Clean kitchen as with above kitchen instructions	
CHAPEL	<input type="checkbox"/> Vacuum all floors and check for rubbish around the building	
	<input type="checkbox"/> Stack chairs 6 high along side walls	
GROUND S	<input type="checkbox"/> Collect all rubbish in all areas of use, lolly wrappers, bottles, etc	
	<input type="checkbox"/> Pick up stones on the grass and return them to the roadways	
	<input type="checkbox"/> Check courtyard area for rubbish, lost and found, cups, etc	
	<input type="checkbox"/> Return any hired or borrowed equipment to Narrows staff	

ONCE YOU HAVE CHECKED OFF THIS FORM, PLEASE RETURN IT TO THE HOST OR OFFICE BEFORE DEPARTURE

WE WILL HOLD ANY REMAINING LOST PROPERTY FOR A MONTH BEFORE DONATING IT TO CHARITY



NARROWS PARK, 442 AIRPORT ROAD, TAMAHERE, WAIKATO, NEW ZEALAND
(07) 843 6862 LOVETOSTAY@NARROWSPARK.CO.NZ

WWW.NARROWSPARK.CO.NZ