

Camp Bentzon (Kawau Island) Trust

Group Information Pack – SMP V5.3 (V5.2 plus updates)



Requiring Dry Hire Equipment and Accommodation

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Website www.campbentzon.co.nz
Resident Manager: Peter & Erin Hyde*

Information: Schedule 1

ABOUT CAMP BENTZON

Camp Bentzon is a residential camp facility and outdoor activity centre with land and water based activities. The residential camp facility is situated on a 29 acre block of land, north facing, on the shores of North Cove, Kawau Island.

The land was bequeathed to the youth of New Zealand by a Danish fisherman, Neil Bentzon. The camp is governed by Camp Bentzon (Kawau Island) Trust, a registered charitable organisation. It is managed by Camp Managers, husband and wife team, Peter and Erin Hyde. They aim to provide excellent programmes while avoiding loss or injury to staff, participants and the public, so far as is reasonably practicable. Staff, that are employed by the Board have suitable qualifications, experience and have had appropriate security checks.

HOW TO GET THERE

From Auckland the Sandspit Ferry is a 1 hour car journey. Turn off Highway 1 at Warkworth and drive 10km to Sandspit. The ferry will take you across Kawau Bay, approximately 10km to the camp in North Cove. Book directly with the following: Kawau Ferries – 0800 111 616 for regular Ferry, shuttles and Taxis.

ACCOMMODATION & AMENITIES

Accommodation consists of-

- Two Storey Building with dorms, kitchen, dining, recreation room, drying room, cool room, gender toilets. Service rooms are downstairs. Sleeping rooms are upstairs
- 3 separate bunk rooms for groups over 60 people keruru, Ruru, Weka
- 1 separate self-contained area, the Mollie Wilson room. This room has facilities for disabled. It sleeps 10. Prior arrangements must be made if your group requires this room.
- Total beds = 120 Mattresses and pillows supplied
- Area for tenting.

Room layout for main facility



Kitchen consists of-

- Two 6 burner gas stoves, commercial toaster, freezer, cool room, small microwave, cooking utensils, dish sanitiser and all cutlery/ plates/cups.

ACTIVITIES

Walking- There are walks from the camp property – see Notice Board for walk to yacht club. Remember Kawau Island is private property except for DOC land at Mansion House. You are responsible for your own safety and taking communication, suitable clothing and footwear for weather conditions.

By arrangement with the Ferry Company you can go to Mansion House area. There are nice walks here over the 500 acre DOC reserve. Visit Mansion house and see the historical interior set up as it was in the 1860s. You can also walk to the Copper mine ruins.

Fitness

Adventure Playground, Burma Rope trail, fitness trail, Confidence Course (Safety harnesses and helmets provided for Rope Bridge. One person per group will be trained and responsible for running this during your stay), Volley Ball Court.

Water Sports

Sailing, kayaking, swimming, fishing

Equipment supplied:

24 minnow kayaks, 10 optimist yachts, 2 dinghies, 2 double kayaks, 1 x Mac yacht, 60 buoyancy aids.

Table Tennis

RECOMMENDED THINGS TO BRING:

General Group Items:

- Tea towels, Dish cloths & pot scrubs, goldilocks, detergent and disinfectant.
- Toilet rolls, soap, rubbish bags, blue tack if putting something on walls or doors
- Evening activities and games
- Please look after our waste water system do **not** bring to camp any:
 - Bleach/chlorine based Products or
 - Any type of wipes e.g. baby wipes, toilet wipes, sterile wipes etc. **DO NOT BRING !!**
One wipe stops our waste system and we have to get into it to clear.

For yourself some things to add to usual belongings:

- Pillow slip, sheet for mattress and sleeping bag. Towel.
- Sturdy, secure, enclosed footwear for bush walking/climbing activities, e.g. trainers
- Raincoat, hat, sunblock, wet suit
- Water shoes or spare enclosed footwear, not jandals (rocky beach with oyster shells)
- Chilly bin with bait & Fishing rods and tackle

Optional extras/ if tenting:

- Tent, Lilo or stretcher, pillow
- Strictly NO inside camp bedding is to be taken into tents/outside of building

PROCEDURE ON ARRIVAL/DEPARTURE

Arrival

On arrival there will be safety and information group meeting. Anyone arriving after this meeting must be informed of its content by the group leader. No equipment is to be used prior to this meeting or before reading form K which must be emailed to everyone that is coming to Camp Bentzon (form K below). Acceptance of these conditions will be signed for at Camp before using any boating equipment (Acceptance form on noticeboard). Equipment is on a "Dry Hire Basis" i.e. there is no one looking out for you or necessarily immediately available in an emergency.

Departure

Upstairs/Bunkrooms are to be vacated two hours prior to the ferry pickup time.

Please wipe Pillows/ mattresses and leave as found. Dishes & pots washed put away correctly. Rubbish picked up from grounds. Top toilets and separate bunkrooms Weka, Ruru & Kereru and toilets cleaned and left as found. Downstairs can be used until departure. Payment for your stay is prior to departure by cheque or by direct debit the following week.

SMP Form K (to be emailed by group leader prior to arrival)
Boating requirements

The Management and Board of Camp Bentzon have worked hard to better comply with Maritime NZ and new Work safe legislation without dramatically impacting on your enjoyment of the facilities of camp Bentzon. The Boating Acknowledgement form K/2 is to be completed on Camp notice board by each Adult (18 or over) after the arrival briefing and prior to using any boat. Parents/Guardians are to sign on behalf of under 18s that they are responsible for so they can use these boats. By signing on K/2 you are acknowledging you have Read and understood all of the Boating requirements on this form K. If you have any questions or do not understand please talk to one of the Managers.

Participant's skills needed to use the boats Kayaks, SUPs, sail, and row boats too Camps full limits

- Boundaries Refer Map on Boat shed at camp
- Area1 Camp outer limits (experienced). If going out of sight of the Camp travel in pairs as a minimum, let someone in your group know who is going, where and expected time back and who knows. Take a mobile phone in a water proof bag.
- Area 2 in sight of camp limits (experienced). Use boats only in the area that can be seen from Camp include both estuaries.
- Area 3. 100 meters from Camp beach for inexperienced people (inexperienced).

If you **do not** meet the below experience criteria you can only use the boats within 100 meters (end of wharf) of the shore directly in front of Camp Bentzon and under the direct supervision of someone who has the skills and experience and has signed off as meeting the criteria on form K/2. Please still sign the form and just note "100m" in the activity rather than a tick.

Kayak (sit on) and SUPs – capsize, being hit by a paddle are activity risks

- Recent previous kayaking experiences ideally 2 days or more in last 12 months totalling 3 hours or more.
- Know how to deep water re-entry method (Sit on)
- Know paddle strokes

Sailing – Capsize, being blown out to sea, gear failure, being hit by the boom are activity risks

- Recent previous small boat sailing experience ideally 2 days or more in last 12 months totalling 3 hours or more.
- Know how to rig a small sail boat.
- Know how to re-right a capsized boat, re-entry and bailing.
- Know the importance of keeping up wind and tacking rather than jibbing

Rowing – capsize, being blown out sea are activity risks

- Recent previous small boat rowing experience ideally 2 days or more in last 12 months totalling 3 hours or more.
- Aware it can be hard to row into the wind

Safety

- When using any Camp boat you must wear a correctly fitted PFD (personal floatation device) Choose one that when the buckles are done up is snug and comfortable. For fitting instructions refer sheet at front of boat shed.
- Alcohol and any boating/swimming don't mix be responsible for yourself and others.
- Must be comfortable swimming 200 meters with a PFD on.
- Don't use boats if you have medical conditions that may be aggravated by kayaking/exercise/cold water immersion.
- Be aware that beaches, rocks and wharves maybe covered in sharp rock oysters. Note bring appropriate foot wear to camp beach shoes etc.
- Dress appropriately, you may get wet and cold, heavy clothing maybe inappropriate but you need to be warm if you could fall in. Wet suits are often a good option

Emergency

By planning properly and only going out in conditions and with equipment appropriate to your skill level emergencies should be avoided. However conditions beyond our control can happen.

Remember no staff are watching out for you. Ensure you mutually watch each other. In case of an emergency and the group are not able to assist. Find one of the Managers to help if they are not available you can call the Water Taxi company for help 0800111616 or call 111 for emergency services (Note there could be a cost)

Boundaries/Rules

- Keep away from wharves, moored boats note these are privately owned and can be dangerous. Keep well clear of navigational markers and do not tie off to these.
- Avoid getting in the way of moving boats they may have limited manoeuvring ability, make your direction intentions clear, Do not go near the large ferry keep a minimum of 100 meters clear
- Before going on the water read the sign on the front of the Boat shed
- If fishing read the sign on the shed.
- NO use of boats before and after sunset.
- Yachts are to be left on their trailers not on the beach and lower the mast when not in use. DO NOT DRAG ANY BOAT PLEASE!
- Boats must be put away in boat shed every day
- Keep boats well above any incoming tide (so they don't float away)

EQUIPMENT & FACILITIES CONDITIONS OF USE

CONFIDENCE COURSE - read sign at start of course prior to use. The harness is for use on rope bridge by trained adult one per group please nominate person on first day. As noted on a number of signs, the tower is out of bounds unless prior arrangements.

BOATS – Read and sign form K also read the sign on boat shed prior to use, some key points: Life jackets/ buoyancy aids must be worn at all times.

1. Children must be under adult supervision.
2. Boats must be lifted, not dragged, into and from the water. Trolleys are to be used for yachts.
3. Yachts are to be de-rigged & stored each evening i.e. only used during daylight hours.
4. Groups bringing runabouts must comply with the New Zealand Marine Regulations.

Camp Bentzon will provide:

- Fit for purpose equipment and facilities:
- Site familiarity walk around including risks and hazards of all items relevant.
- Activity sheets to support understanding of correct use of CB equipment and facilities

It is your group's responsibility to:

- Ensure all members have the appropriate skills for use of equipment and facilities safely and carefully such to ensure the maximum lifespan of the item
- Undertake for and on behalf all persons under your control, supervision or authority that they will conduct themselves in an orderly and responsible manner.
- Ensure children are supervised at all times especially when using any items/equipment
- All equipment is returned to storage cleaned and in good repair and that any damage or hazards are reported.
- All buildings and facilities used are to be treated with respect, kept clean and hygienic during stay and left as found. Please report any damage immediately to the Camp Managers
- Remove all rubbish and recycling off-site to Sandpit free council bins or home.
- Ensure no dogs are brought to Camp Bentzon without written approval from the Managers.
- Use only cleaning products suitable for septic system (please no bleach/chlorine based products)
- No disposable wipes disposing of them down the toilets stops the waste system
- Bunkroom mattresses and pillows are not to be removed from the rooms for any reason.
- Each group is to respect preserving good relationships on Kawau Island. No private property is to be entered without the owner's permission. This is gained through the camp managers
- There is an expectation that the consumption of alcohol will be limited and no one will become intoxicated. It is also expected a reasonable number of people will remain sober to carry out their roles and responsibilities at all times.
- No live trees bush or flax is to be felled or cut.
- Only dead trees or dead foliage are to be used for bivouacs. These can only be built in the blue pole marked area and must be dismantled before you leave
- North cove is a small marine eco-system please remember this if taking shellfish/fish to eat. Help us to take care of the nice marine environment we enjoy here.
- Fires only to be lit in Camp supplied fireplaces (at times due to weather conditions this may be restricted)
- Noise: Please keep the use of stereo equipment within reasonable times and volumes. The environment is a very peaceful quite one and neighbours need to be respected. All noise must be reduced to an appropriate level from 10pm - for example we should not be able to hear you at the Managers house (if we can hear you so can the neighbours).
- You undertake that the following activities will be prohibited throughout the period of your occupation:
 - . Possession or use of illegal drugs or substances.
 - a. Please don't bring chewing gum as it is left in inappropriate places.
 - b. No firearms, air pistols, rifles or fireworks are to be used on the island without written approval from Camp Manager.

RISK DISCLOSURE

1. Camp Bentzon's location is of an adventurous nature, across the whole site there is a potential for trips and falls resulting in cuts/breaks and also insect stings.
2. Camp Bentzon's range of activities may include the marine environment with the risk of emersion in cold salt water, contact with marine life and injury from oyster shells
3. The wharf can be slippery at times with the potential for persons to injure themselves or fall into water.
4. Camp Bentzon activities have bush and confidence course activities with potential for moderate falls/cuts/breaks
5. Because of the changeable and unpredictable nature of the outdoors risks can never be reduced to zero. Hazards exist that can result in serious harm or even death.
6. Hazards also include client specific hazards. Camp Bentzon activities are generally suitable for anyone reasonably fit and well.
7. Camp Bentzon has an externally audited Safety Management System that identifies significant hazards and risks with processes to eliminate or minimize these hazards and aims to have zero serious harm to clients.
8. Camp Bentzon will provide fit for purpose equipment and facilities.

INDEMNITY AND LIABILITY

1. It is the individual's responsibility to ensure they have the appropriate skills to use camp equipment safely. Participants acknowledge it is "Dry hire" of equipment and facilities.
2. You acknowledge that while Camp Bentzon (Kawau Island) Trust will take reasonable measures to ensure a high standard of safety, equipment and brief in the use of the camp and its equipment, ultimate responsibility rests with you and you and your members accept that there is an element of risk involved and will not hold Camp Bentzon (Kawau Island) Trust responsible for any accidents that may occur.
3. You indemnify Camp Bentzon (Kawau Island) Trust against any liability incurred by Camp Bentzon (Kawau Island) Trust arising from any act or omission by you or any person under your control, supervision or authority or in any way associated with the use of the camp or its equipment by you or such persons.

BOOKINGS

We are happy to accept "Pencil Bookings" however the deposit is required within 7 days from the date of booking to confirm the desired dates. Failure to return the completed booking form supplied, together with deposit may result in the booking being automatically cancelled without notice.

- By signing the application for hire you accept responsibility for the group and their conduct.
- Group leader needs to bring an up to date list of all people that will be attending camp
- Equipment is for use on a "Dry Hire" basis i.e. you are responsible for yourself Camp Bentzon does not supply instruction, coaching or a rescue service. Staff will not be looking out for you and will not always be on site.
- All rates include the use of the boating equipment , confidence course .
- 20% discount June to August bookings (does not apply to the nightly charge amount)
- Your group will be charged for breakages and damage to any equipment or buildings.
- Camp Bentzon Management may terminate your hire and use of the camp and its equipment immediately without notice if you breach any of these Terms & Conditions of Hire or any other terms or conditions that we advise you of.

If this happens you must vacate the camp at your expense immediately and you will not be entitled to any refund of deposit or other fees paid to us.

APPLICATION FORM — HIRE OF FACILITIES
Camp Bentzon Outdoor Education Camp
 Camp Bentzon (Kawau Island) Trust, Private Bag 905,
 Kawau Island, Victoria St West 1142, Auckland
 PH 094228807 www.campbentzon.co.nz Email campben@xtra.co.nz

NAME OF GROUP/SCHOOL

ORGANISER

ADDRESS

PHONE: MOBILE:

Email.....

(NAME OF PERSON IN CHARGE Group No

Pricing includes GST at 15% as at Sept 2022 –please confirm current costs prior to booking

Group: Nightly rate \$29.80 per person, 3 years and under no charge. (Min nightly charge applies 50 -80 people depending on time of year) nights cannot be averaged over stay. Minimum 2 night stay. There is a charge of \$235 for each group to cover change over costs.

Above fees apply to day visitors and those sleeping on boats and using camp facilities.

No charge for separate bunkroom if group is over 60 (one bunkroom only per 7 additional people)

Separate new Bunkroom \$40 extra per bunkroom per stay if numbers are under 60 (min 2 nights)

Molly Wilson room: \$45 extra per night, excludes kitchen. If booked with main camp no charge if group is over 85 (min 2 nights)

ARRIVAL DATE ARRIVAL TIME

DEPARTURE DATE DEPARTURE TIME

Group arrival time is after 3:30pm. Group Departure is prior 1:00 pm unless arranged with Manager
 I/We have read and, if Camp Bentzon (Kawau Island) Trust accepts our booking*, accept the conditions of hire as detailed in schedule 4 of the information pack members of group must also read on notice board

- If there are any special conditions, relating to hire or activities, required by us, I/We agree to notify the Camp in writing a minimum of 3 months in advance which allows appropriate time for consideration.
- I/We agree that, if Camp Bentzon (Kawau Island) Trust accepts our booking, Camp Bentzon (Kawau Island) Trust and its agents and employees shall have no liability for loss of property or damage or personal injury arising from the use of the camp and/or its facilities.
- I/we agree to exercise care in the use of Camp Bentzon Outdoor Education Camp and its facilities and will pay for any damage incurred during my/our stay, as required by the Terms & Conditions of Hire.

By signing below you accept the content of each schedule in the Information Pack and the included terms & conditions. In particular, you confirm you will email the group Camp Bentzon’s “Group Information Pack” prior to camp and accept they must complete form K/2 on notice board and sign prior to using camp equipment. You also confirm this pack will be passed on to any new/other organiser

Date:

Signature of Organiser

Please confirm booking with deposit of \$850 or \$1500 if staying over 2 nights. Payment by cheque or bank transfer within 7 days of stay to Bank A/c ASB Warkworth 123095 0117749 00 one payment per group

*Bookings are not confirmed until: 1. you have paid the required deposit within 7 days of the date that we receive your application 2. We have confirmed your booking via email with receipt for deposit.

Deposit is non-refundable. Camp Bentzon reserves the right to cancel bookings & return deposit