

# WHANGAMATA CARAVAN RULES

- 1) Each person who rents the Caravan is responsible for all losses, breakages and/or damages while using the Caravan. These **MUST** be reported to the Caravan Park Staff so that repairs can be made.
- 2) You are responsible for ensuring the Caravan is locked and secure at all times during your stay. **Please ensure all electrical equipment is switched OFF when not in use.**
- 3) If problems arise, notify the Union Office on (09) 378 6170 so that we can organise repairs etc to be done.
- 4) **When you arrive, make sure;**
  - (a) Bedding is taken off the beds and stored during your stay. These are mattress protectors and are not to be used!
  - (b) You will need to fill the Water Tank – turn tap on at back of Caravan.
  - (c) Gas bottle should be full, if not inform the Union Office on your return.
  - (d) Caravan is clean and tidy.
- 5) **On leaving at the end of your stay make sure;**
  - (a) Windows and doors are properly locked.
  - (b) You have filled the BBQ gas bottle up - even if only a little bit was used.
  - (c) You have emptied the Water Tank.
  - (d) You have thoroughly cleaned the Caravan, inside and out.
  - (e) You have reported all damages.
  - (f) Put the bedding (mattress protectors) back on the bed.
  - (g) Fridge is turned off and the fridge door left open (to prevent mould)
  - (h) Caravan is clean and tidy.
- 6) All rubbish is to be taken to the bins, not left in the Caravan. **There is NO CLEANER for the Union Caravan**, therefore MEMBERS are expected to keep it clean. If it is untidy, please take the time to clean it up. Don't leave it for the next person, as they are there to have a holiday, not to clean up after others. **If the Caravan is not clean on your arrival, please inform the Park Office and the Auckland Office on (09) 378 6170 or email [auckland@awunz.org.nz](mailto:auckland@awunz.org.nz) on your return home so we can make inquiries.**
- 7) Return the key to the Park Office.

**REMEMBER THE CARAVAN IS THERE FOR YOU - THE MEMBER,  
SO PLEASE RESPECT IT AND KEEP IT TIDY.**

# KEEP THE CARAVAN CLEAN!!!

# Caravan Users

1. Expect there to be cobwebs and other creepy crawlies when you first arrive, therefore you will need to sweep out the entire caravan including the cobwebs etc.
2. If you use the BBQ, please fill the gas bottle up when you leave. **Use HOT SOAPY water to clean the hotplate.** Then pour some oil on the hotplate and the drip tray.
3. **Leave the Caravan CLEAN and TIDY.**
  - (a) Sweep out entire Caravan.
  - (b) Wipe down all surfaces.
  - (c) Wipe down all windows.
4. Take all rubbish to bins.
5. Clean outside area around Caravan.
6. **Report any loss or damage to the Auckland Office on (09) 378 6170 or email [auckland@awunz.org.nz](mailto:auckland@awunz.org.nz)**, so we can fix or replace it.
7. Pack everything away. Please do not leave perishable foods in fridge or cupboards.
8. Have a GOOD HOLIDAY!!!

**TREAT THE CARAVAN AS YOU WOULD EXPECT TO FIND IT WHEN YOU ARRIVE ON YOUR HOLIDAY!!!**

**DON'T LEAVE IT FOR THE NEXT PERSON TO DO. WE DO NOT HAVE A CLEANER FOR THE CARAVAN – IT'S UP TO YOU!!!**

## WHAT YOU NEED TO BRING WITH YOU:

- ◆ Sheets, Blankets, Pillow Cases, Towels
- ◆ Mattress Covers / Protectors
- ◆ Tea Towels, Dishwashing Liquid, Scourers, Fly/Bug Spray
- ◆ Cleaning Products
- ◆ Oil, Salt, Pepper
- ◆ Rubbish Bags, Foil, Matches, First Aid Kit, Insect Repellent