

MATAPOURI BAY HOLIDAY HOME

16 Waetford Road, Matapouri Bay

Second road on the right after entering Matapouri Bay. The house number is on the fence

CHECK IN: from 3pm

CHECK OUT: before 2pm

KEYS

The code to the lock box containing the house keys will be sent to you prior to your stay. The lockbox is situated on the clothes lines pole situated to the right of the property. A torch may be helpful when arriving after dark. **The keys MUST be returned to the lockbox before you return home, and the lockbox locked by randomly tumbling the numbers away from the entry code!!**

ACCOMMODATION

The home is fully furnished and sleeps 6.

Bedroom 1 : 1 queen; Bedroom 2 : 1 bunk bed (1 double lower, 1 single upper); 1 three quarter pull-out trundler bed

FURNISHINGS

Fully equipped kitchen, washing machine, Smart TV and Heat Pump.

LINEN

Duvets, blankets, and pillows are provided. **Existing duvet covers and pillowcases are for protection only.** For hygiene reasons please supply and use your **OWN** sheets/duvet covers, and pillowcases. Extra blankets may be required in winter. You will need to bring your own bath and beach towels.

Soiled mattress and pillow protectors MUST be washed and replaced before you leave.

CLEANING SUPPLIES

Bring your own supplies including toilet rolls, tea towels, anti-bacterial cleaner or disinfectant, septic tank safe dishwashing liquid, cleaning products and toilet cleaner, and basic cleaning materials (cloths, sponges, etc.)

MOBILE / INTERNET

Mobile phone coverage is available. Wi-Fi is provided - the SSID and password are detailed on the face of the modem.

Apps such as Netflix are available on the Smart TV, however if your log in to your own account, remember to log out when you leave to prevent the next guests from accessing your account!

RUBBISH COLLECTION

Rubbish collection is on a Monday. Rubbish **must** be placed in official Council rubbish bags which can be purchased from the General Store (\$3 each) and hung on the collection post close to the house before 0730 am. Glass, tins, cardboard, and other recycling materials should be separated and placed in the recycling bin provided. The bin must be brought back inside following collection. Alternatively, rubbish may be disposed of at the recycling station in Ngururu or taken home with you.

You will be charged for any rubbish left beside the rubbish bin.

WASTE

Do NOT put grease or food waste down the sink or drains. Do NOT flush baby wipes, sanitary pads, tampons, or other foreign objects down the toilet.

PLEASE CONSERVE WATER!

The water supply is bore water only. Please conserve water by having limited short showers, using the washing machine only when necessary and using the public showers on the beach after swimming.

WATER PUMP

Should there be no water check the water pump which is located under the bushes directly in front of the house. Lift the cover to expose the pump. On the back of the pump there is a small control panel. If the pump needs to be reset, it will show a red FAILURE light. Press the **restart** button and the pump should start up.

In an emergency and the unlikely event of a burst water pipe or water leak/flood in the house, the water supply must be switched off at the mains supply and the Club contacted immediately.

SEPTIC TANK & SEWAGE IRRIGATION SYSTEM

Using too much water, bleach, non-septic tank compliant cleaning products, or putting grease down the drain, seriously harms the septic tank chemical process. Do not flush wet wipes, sanitary pads, tampons, or other foreign objects down the toilet as these destroy the septic tank chemical process.

CLEANING The house must be left **clean** on vacating the property. Please refer to the Holiday Home Housekeeping Rules for our cleaning protocol. A charge may apply if the next occupant reports extra cleaning is necessary.

POWER

Please leave power **ON** when vacating. **Do NOT turn off the fridge! Switch the Heat Pump OFF when you leave the premises - Do NOT leave the Heat Pump on when the property is unoccupied.**

HEALTH & SAFETY – ELECTRICAL DEVICES

Multi-Boards & Adaptors - If used correctly, multi socket boards are safe, but if overloaded, worn or damaged, they can cause a fire or electric shock. **Only** use a power board with an overload protection device. Do NOT 'piggyback', multiple adapters, and extension leads, plugging one power-board into another is very dangerous!

HEALTH & SAFETY

If a Guest and/or Member has a safety concern, or if there is a near miss, incident, or accident, the "Near Miss Report Form" and/or the "Accident Report Form" which can be found in the Club Documents on the ASSCI website, must be completed and forwarded to the Committee

SUGGESTIONS AND FEEDBACK

To help us maintain our Club's home for your enjoyment, please complete the Guest Feedback form, scan it and email it to us on admin@assci.co.nz We welcome all suggestions and feedback!

Treat this home with care – it is for you and other club members to enjoy!