

# KRYAL CASTLE

A Land of Myth, Magic & Medieval Adventure



## VISITOR INFORMATION PACK

**Make the most of your Kryal Castle experience.**

## **An experience like never before**

Thank you for your interest in 'The Barracks'. We look forward to providing you and your group with a memorable camp experience.

Our trained, professional staff will prepare your Visitor Program at no extra cost. Stay with us while you experience the various programs and activities that Kryal Castle has to offer.

We appreciate the work involved with organising camps and hope that this information booklet will assist you. Through careful planning and preparation your camp will run smoothly and safely.

To assist with planning your camps, just follow this simple checklist. However, should you require any assistance, please give us a call 9am – 5pm Monday – Friday.

### **5 easy steps to plan your stay with Kryal Castle**

**Step 1.** Call 03 5334 8500 or use the online enquiry form to check on availability and book your group into the camp.

Once availability has been confirmed, a booking application form will be forwarded to you.

**Step 2.** Confirm the booking.

In order to confirm your booking, we must receive the booking application form together with your deposit. Bookings are based on a first come, first-served basis. Please note the cancellation policy and conditions of hire on your booking form.

**Step 3.** Review Kryal Castle Camp programs and activities. A full list of activities can be viewed online.

Please add your requested activities onto the booking form.

**Step 4.** Kryal Castle team will prepare your itinerary based on your choices.

Your itinerary will be booked and details sent to you.

**Step 5.** Email dietary requirements and final group details to us one month before the camp is scheduled.

Once completed forms are returned to the Camp, your group's sleeping plan will be allocated and set to you.

## **Kryal Castle Camp Fact Sheet**

### Arrivals and departures

On arrival, please contact go to the main entrance. Schools groups should arrive no later than 4.30pm on their first day and depart no later than 10.00am on the last day.

Leaders of incoming groups must check in with Kryal Castle staff at the office reception upon arrival. Kryal Castle staff will deliver a camp briefing, emergency evacuation procedures and check groups into dormitories.

### Leaders responsibilities

It is the responsibility of leaders to ensure that campers understand and follow Kryal Castle's rules and procedures.

1. Kryal Castle recommends a ratio of one leader to ten campers (1:10)
2. Group leaders are responsible for camper supervision at all times
3. On arrival at camps, leaders must provide staff with a list of camper names and campers completed health and medical record sheets.
4. On arrival, leaders must supply off site emergency contact details to campers
5. Campers under 18 years of age must have appropriate parent/guardian consent for attendance at the camp
6. Kryal Castle staff may lead an activity but the group leader is responsible for overall group supervision, safety and first aid
7. Group leaders are responsible for assembling the group at meal times
8. The Camp's illness and injury register must be filled out for all such incidents that may occur onsite
9. Campers must adhere to sun safety strategies
10. Campers under six years of age, and campers with sleeps disorders or difficulties should not sleep on top bunks
11. All day visiting members of the group must be advised of the campsite's safety briefing and 'General Conditions of Hire'
12. It is important to note that price/fees are subject to change

### Leaders' checklist

- One month prior to camp, Kryl Castle team will forward a form requesting dietary requirements (if needed), and a form requesting final group details
- A list of campers names and leaders mobile numbers

- A sleeping bag
- A pillow
- A drink bottle
- Clothing and toiletries
- Remember to label each child's possessions

A packing list can be downloaded from <http://www.kryalcastle.com.au/schools/school-camps/accommodation/>

## **Camp Catering**

We strive to provide kid friendly meals and a friendly atmosphere in our dining facility

### Special dietary requirements

Catering staff will try where possible to cater for vegetarians, coeliac/gluten free, diabetics, dairy intolerance and cultural/religious dietary requirements. Meals bought in for special dietary reasons must be handled by the group. A microwave is available. One month before your camp, staff will forward a form requesting dietary requirements for groups.

Gluten free bread and gluten free pasta is available. We also provide soy, full cream and low-fat milk. Fresh fruit is available at all times.

### Meals

Kryal Castle kitchen provides a variety of delicious freshly made meal on site.

*Breakfast:* Continental or hot

*Lunch:* They can either be pre-ordered or a home style meal

*Dinner:* A home style meal is cooked on site.

### Drinking water

The refreshment area in the dining hall has continuous filtered water and everyone is encouraged to fill water bottles regularly

Each person should have a drink bottle for the duration of the camp

Menus can be downloaded from <http://www.kryalcastle.com.au/schools/school-camps/accommodation/menu/>

## **Around the camp**

### Behaviour

Care and common sense should be taken throughout the campsite. Group leaders are asked to remind their group to respect each other and other groups, personal property and the environment. All loud noise should cease by 11.00pm. For health reasons, food and drink must not be consumed in the dormitories.

### Property

#### *Damage and loss*

All breakages and losses to Kryal Castle property or equipment must be reported to Kryal Castle staff.

Evidence of negligence will lead to the group being involved.

Kryal Castle takes no responsibility for the loss or damages of personal property on site.

#### *The Environment*

Kryal Castle is committed to ensuring as little impact on the environment as possible. This commitment includes aims to improve sustainability in its water, energy and waste management.

Garbage and recyclable materials must be placed in designated areas.

#### *Smoke free environment*

All buildings and surroundings are designated smoke free zones

#### *Out of bound areas*

The kitchen is out of bounds unless assistance is requested by the chef. Storerooms throughout the camp are out of bounds.

#### *Parking*

All vehicle parking is strictly at the owners risk and only in designated car parks

### Alcohol

Group leaders are reminded that they owe a legal duty of care to their students during the entire period of the camp. The consumption of alcohol on camps is inconsistent with standards of professional conduct necessary to maintain community confidence.

### Daily Duties

Kryal Castle must be maintained in a clean condition by the campers. All leaders are asked to encourage groups to keep the camp clean and take care of the camp environment.

Catered groups must provide a duty group to set and clear tables for each meal.

### Terminating the occupancy

Kryal Castle reserves the right to terminate the occupancy without notice for breach of the 'General Conditions of Hire'. Kryal Castle staff are empowered to take action as necessary for the wellbeing of all who choose to stay at Kryal Castle.

## Emergency Procedures

On arrival at the Camp please familiarise yourself and the people in your group with the location of first aid kits and exits in the building.

Emergency procedures are posted in the main dining room and each staff dormitory.

Please note: Kryal Castle staff members do not sleep on site.

### *Fire fighting equipment*

Extinguishers, fire hoses and smoke detectors are vital and are located around the site. These should not be tampered with or removed. Negligent behaviour will be at your cost.

### *First Aid*

The Camp first aid kits are located in the hall, office and kitchen.

It is recommended that each group bring their own first aid kit to suit their specific group's needs.

It is required that at least one adult in each group should have a current First Aid Certificate.

Camp staff are qualified first aid attendants, and can provide first aid kits on site as backup.

### *Response for emergency in campsite building*

Notify office stage immediately about an emergency observed by you or other campers

### *Fire emergency procedure*

1. In case of a fire, alert your leader and/or nearby persons. A warning signal and announcement will be broadcast throughout the camp when a fire has been detected.
2. Walk to the nearest EXIT and leave the camp building
3. Assemble on the lawn area opposite the entrance at the front of the camp
4. Phone the FIRE BRIDAGE from a SAFE PLACE as soon as possible.
5. Leaders must conduct a ROLL CALL and notify emergency workers as to the outcome
6. PLEASE consider your own SAFETY before any action is taken



### *Injury Emergency Procedure*

- Leaders of activity to give first aid and send another adult to phone an ambulance
  - Note: displayed near each phone is the exact description of the camp location and list of emergency services
- Remove other campers from the area and look after them until the situation is resolved

### **Emergency Numbers**

General Emergency: 000

Ambulance: 000

Police: 000

Ballarat Police: 5336 6000

Fire Brigade: 000

Ballarat Base Hospital: 5320 4000

Poisons Information: 13 11 26



**EXIT** Emergency exit only

**+** Designated smoking areas are located near the Village Kitchen & Alehouse and at the back of the Abbey.

**🚫** Dogs and pets are not permitted in the grounds of the Castle

Kryval Castle is an indoor/outdoor venue. At different times, areas of the Castle are exposed to direct sunlight, hot and cold weather conditions. Visitors are required to take appropriate care of their hydration and protection at these times. As a replica medieval castle, some surfaces can be uneven and potentially slippery, visitors are required to take care and responsibility as they move through the site. Water, drink, bottles, umbrellas, rain ponchos, sunscreen and hats are available for purchase from our retail stores.

1. ENTRANCE
2. DRAGON'S LABYRINTH
3. DRAGON EGG GARDEN
4. TOILET/BABY CHANGE
5. ANCIENT CEMETARY
6. SWORD IN THE STONE
7. DUNGEONS & TORTURE MUSEUM
8. ANIMAL NURSERY
9. ARENA GRANDSTAND

10. CASTLE ARENA
11. STABLES
12. VILLAGE KITCHEN AND ALEHOUSE
13. VILLAGE TRADERS AND SWORDSMITH
14. JESTER'S THEATRE
15. ARCHERY RANGE
16. FAIRIES & GOBLINS WONDERLAND
17. KINGS BRIGDES
18. TINTAGEL EDUCATION/ PARTY ROOM

19. TOOTH FAIRY LOLLY SHOP
20. HISTORY OF KRYVAL
21. BRAVEHEARTS PLAYGROUND
22. CHAPEL & HERB GARDEN
23. KNIGHTS ROUND TOWER
24. OGGIE WATCH TOWER, WIZARD'S WORKROOM & ENCHANTED TREE

25. MAZE
26. ABBEY TAVERN
27. MOUNTAIN INN BAKERY
28. ROTUNDA
29. SUITES ENTRANCE
30. CASTLE SUITES RECEPTION
31. TOILETS/BABY
32. CASTLE CABARET / FUNCTION AREA
33. CASTLE SUITES

## Finding Us

Kryal Castle is located on the Western Hwy, 10 minutes from the Ballarat Township (if approaching from Melbourne).

Dedicate 1 hour from Melbourne city to arrive at Kryal Castle, check google maps for more exact timing.

## Transport & Parking

There is ample parking for buses and cars.

## Public Transport

There is no scheduled public transport to Kryal Castle, however there is a train from Southern Cross Station to Ballarat Station.

Local buses offer a specialist service between Ballarat Station and the castle, but this is only by prior arrangement:

Gold Buses: (03) 5335 5005 [www.goldbus.com.au](http://www.goldbus.com.au)

